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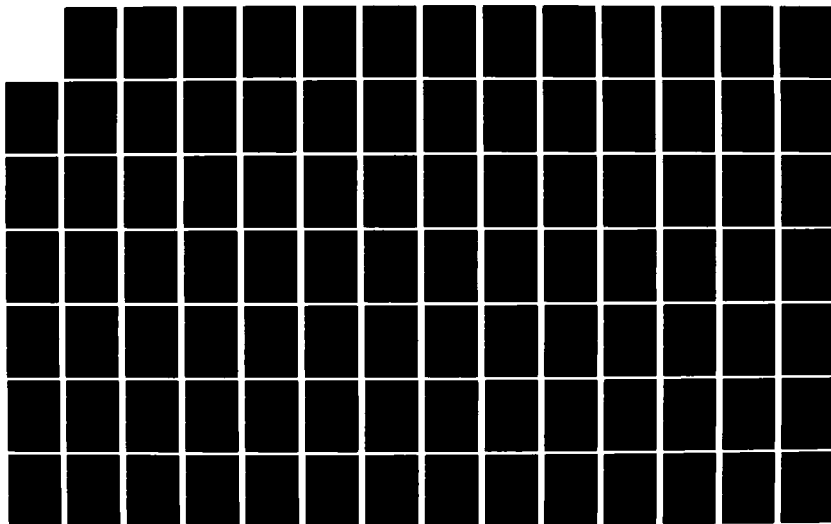
JOB LANGUAGE PERFORMANCE FOR REQUIREMENTS FOR MOS 75C  
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AFB TX ENGLISH LANGUAGE CENTER. 22 MAY 79

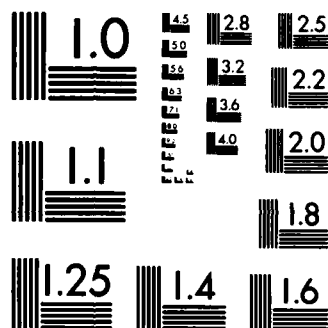
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JOB LANGUAGE PERFORMANCE REQUIREMENTS  
FOR 75C

*nds*  
PERSONNEL MANAGEMENT SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

22 May 1979

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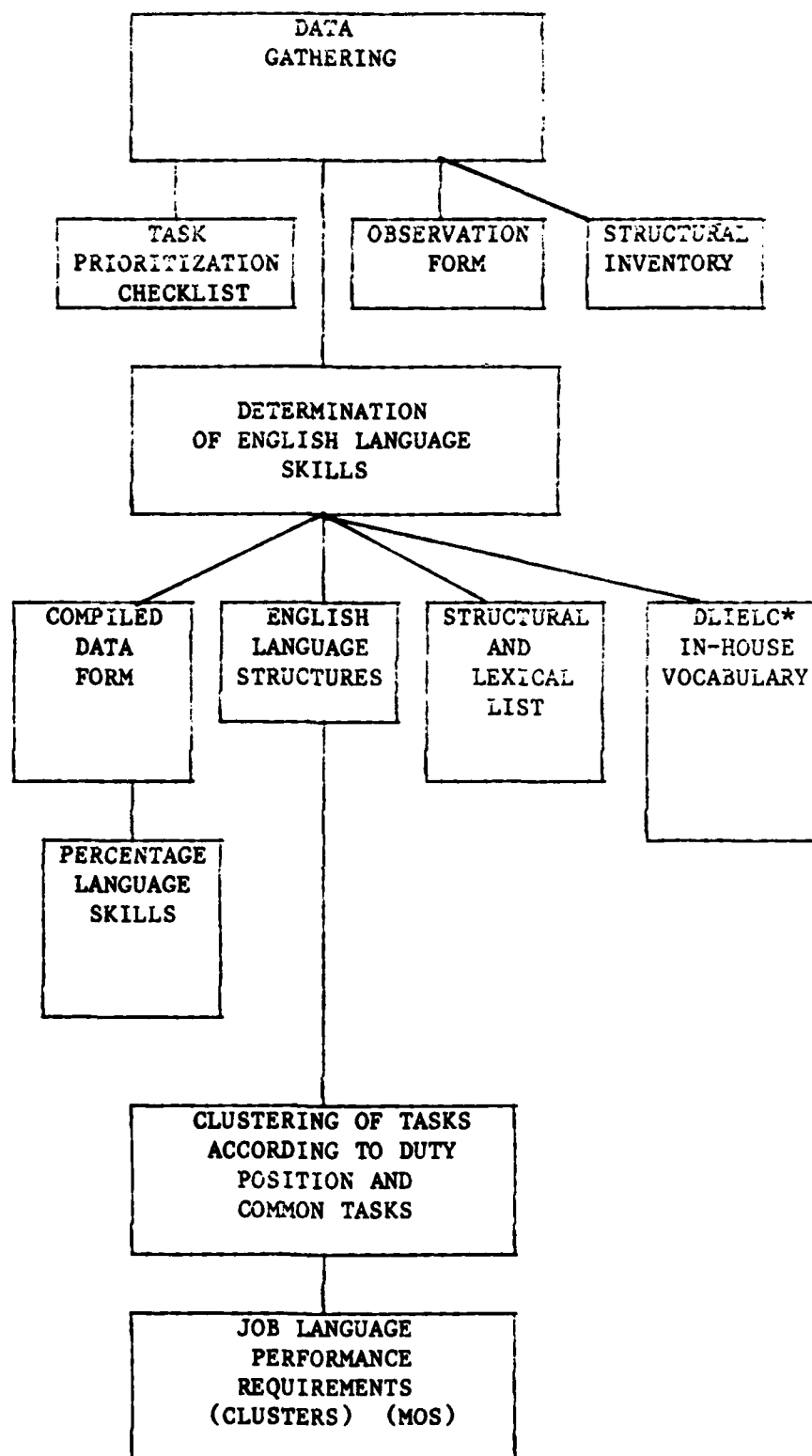


FIGURE 1

\*Defense Language Institute English Language Center

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO. <b>A121158</b>	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) Job Language Performance Requirements (JLPR) for Pre-BT Extended Course <b>mos 75c</b>		5. TYPE OF REPORT & PERIOD COVERED <b>Final</b>
7. AUTHOR(s) Defense Language Institute-English Language Center		6. PERFORMING ORG. REPORT NUMBER
9. PERFORMING ORGANIZATION NAME AND ADDRESS Defense Language Institute-English Language Center ATTN: DLIELC-LEACA Lackland Air Force Base, TX 78236		8. CONTRACT OR GRANT NUMBER(s)
11. CONTROLLING OFFICE NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Training Developments Institute ATTN: ATTG-DOR Fort Monroe, VA 23651		12. REPORT DATE <del>OCT 1982</del> <b>22 MAY 1979</b>
		13. NUMBER OF PAGES <b>146</b>
		15. SECURITY CLASS. (of this report) <b>UNCLASSIFIED</b>
16. DISTRIBUTION STATEMENT (of this Report)  Approved for public release; distribution unlimited.		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Job Language Performance Requirements (JLPR)      Task Inventory Lexical Analysis      Common Tasks Structural Analysis      Listening English Language Skills      Speaking Task Prioritization Checklist      Reading		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The Job Language Performance Requirements (JLPR) study was conducted to deter- mine language tasks the soldier must do in studying/performing job tasks. The language skills (listening, reading, writing, speaking) required to learn each Army job task were identified, conditions studied and standards determined. The data that generated the JLPR is identified.		

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## PREFACE

### INSTRUCTIONS FOR REVIEW OF JOB LANGUAGE PERFORMANCE REQUIREMENTS

This report is organized in six main sections. Sections I-IV discuss methods, forms and rationale for gathering, organizing and analyzing research data used to develop Job Language Performance Requirements (JLPR). Please look through these sections to get a general understanding of the background underlying the JLPR. Sections V and VI are the major substantive portions of the analysis. They are the results of the analysis and constitute the basis for development of any MOS-oriented English language materials. Section V contains the JLPR by cluster/topic, while Section VI contains the JLPR covering the entire range of clusters/topics.

The appendices, one through eight, contain all the information used to determine the Job Language Performance Requirements. Please write any suggestions or changes directly on the document or attach additional notes, if necessary.

The points covered in the six major sections are supported in greater detail in eight appendices. Below is an overview of these appendices.

Appendix one contains the Task Prioritization Checklist. It was taken to the field to collect the raw data. This form was approved for use by the Department of the Army.

Appendix two contains the Task Inventory Compiled Data Form. It was used to organize data from Unit and AIT respondents.

Appendix three defines the language skills by percentage. This form includes computations of language skills for each task cluster.

Appendix four contains the Observation Form used in the recording of types of listening and speaking skills required, as seen by observers, in the learning and performing of a task. The variety of environmental situations is also included on this form.

Appendix five contains the final list of structural and lexical items found through data gathering and organization.

Appendix six contains the DLIELC in-house vocabulary list. This is a task by task listing of the vocabulary extracted from the Soldier's Manual.



Appendix seven contains the machine-generated vocabulary for this MOS prepared by the United States Army Training and Doctrine Command (TRADOC), Fort Monroe, Virginia.

Appendix eight contains the list of structural and lexical items requisite to this MOS.

Thank you for your cooperation. It is greatly appreciated.

## SECTION I

### DATA GATHERING

#### INTRODUCTION

This section discusses the procedures and forms in the gathering of data used to determine the Job Language Performance Requirements for this MOS.

## SECTION I: DATA GATHERING

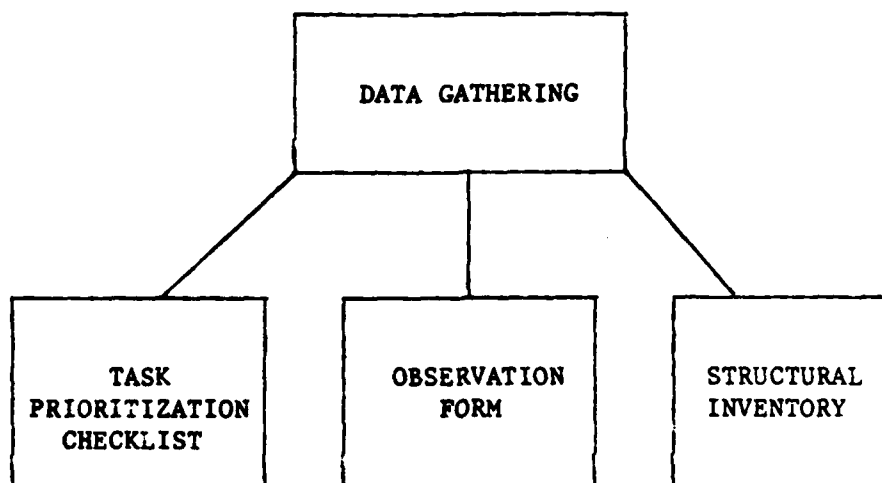


FIGURE 2

In order to establish Job Language Performance Requirements for this MOS the curriculum development specialists at the Defense Language Institute English Language Center (DLIELC) analyzed the current learning and working situations, and individual tasks. The goal was to collect data which would help identify the Job Language Performance Requirements pertinent to this MOS.

To conduct this analysis, training specialists visited the AIT School and Unit cadre. Interviews were conducted using a Task Prioritization Checklist, (Appendix 1). For each task, first-line supervisors answered the following questions:

1. Is the task taught?
2. How is the task taught?
3. Is the task tested?
4. How is the task tested?
5. How important are speaking, listening, reading and writing in learning and performing the task?
6. What are the results of poor performance in performing the task.

Additional data were gathered through use of an Observation Form and an analysis of language structures in the Soldier's Manual for this MOS.

The Observation Form (Appendix 4) was used to record actual observations of the learning situations, populations, tasks, and language.

The lexical and structural analysis was done by a panel of language specialists who first listed all structures found in the Soldier's Manual for this MOS and then all structures, standard and non-standard, noted on the Observation Forms for all vocabulary from the Soldier's Manual. All lists were then combined into an overall lexical and structural inventory.

**SUMMARY/CONCLUSION:**

The tools for data gathering were:

1. The Task Prioritization Checklist (Appendix 1)
2. The Task Inventory Compiled Data Form (Appendix 2)
3. The Observation Form (Appendix 4)
4. A Structural and Lexical Inventory (consisting of rough drafts of all vocabulary and structures in this MOS).

These tools were used to form the data pool from which the Job Language Requirements were determined.

## SECTION II

### DETERMINATION OF ENGLISH LANGUAGE SKILLS

#### INTRODUCTION

0• This section discusses the organization of the raw data into information used to determine the English language skills pertinent to this MOS.

## SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

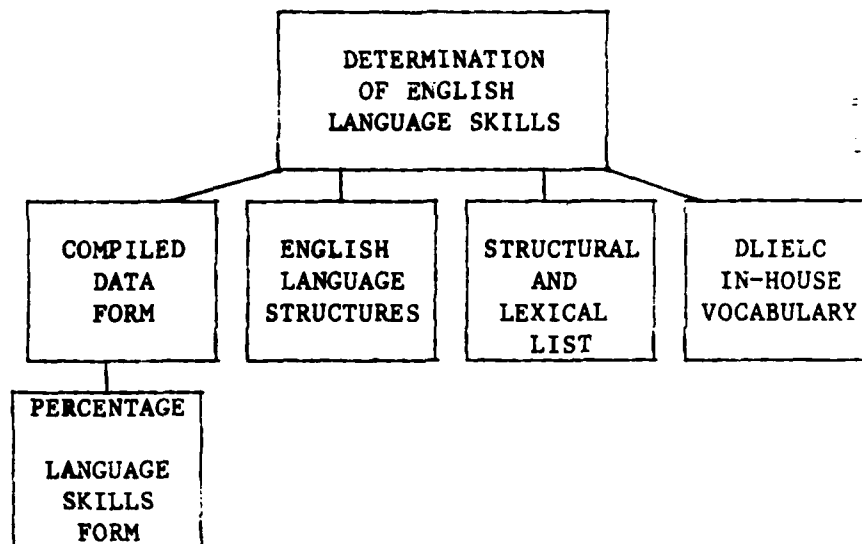


FIGURE 3

The raw data collected as described in Section II above was used to determine the English Language skills which the soldier must learn to learn and perform the task. The Compiled Data Form, Appendix 2, was used to organize the observation and analysis data. Selected information from the Task Prioritization Checklist was recorded directly on this form. Specifically three variables were used to determine the language skills involved. They were:

1. Methods of teaching.
2. Methods of testing.
3. The actual respondents' ratings of the four English language skills.

From each of the three variables the following skills were determined:

VARIABLE	ENGLISH LANGUAGE SKILLS
Methods of Teaching demonstration lecture hands on self-paced	listening, listening, writing listening reading, writing -

Methods of Testing performance oral written	listening speaking writing, reading
Rating of English Language Skills listening speaking reading writing	*a response of 2 or 3 on a scale of 1 to 3 was tallied  a response of 1, 2, or 3 on a scale of 1 to 5 was tallied

\*See A1

In order to determine the relations of the various skills in the MOS, data from the three variables were tallied on the Percentage Language Skills Form. An average was then found using the following formula:

$$TR \div TxVxR = \% \text{ of use}$$

T = total number of tasks per cluster

V = language skill variable per cluster\*\*

R = maximum number of respondents in any task in that cluster

TR = total tally of responses per task per skill

% of use = use of the language skill in the task

Percentages found in this MOS were:

Listening	65%
Speaking	28%
Reading	36%
Writing	32%

As shown by the figures, listening is the most important skill in this MOS. However, in particular duty sections, percentages varied. Appendix 3, the Percentage Language Skills Form, shows the actual skill percentages in each duty position.

\*\*See A3

Organization of structural and lexical items was done by comparing a structural and lexical list extracted from the Soldier's Manual with a structural inventory list extracted from ALC (American Language Center) materials through Volume 2400, at the end of which a trainee is normally qualified for Specialized English Technical Terminology training. By comparing the lists redundancies were eliminated, leaving the final list of structural and lexical items indicated by grammatical title in Appendix 5.

#### SUMMARY/CONCLUSION:

Organization of the data included the recording of responses on the Task Inventory Compiled Data Form, use of the Percentage Language Skills Form, and the DLIELC in-house structural analysis list. Skills were analyzed by duty section. The actual lexical items in this MOS were grouped and listed task by task. This information was then used to determine the specific Job Language Performance Requirements.



### SECTION III

#### CLUSTERING OF COMMON AND DUTY POSITION TASKS

##### INTRODUCTION

Due to the overlapping of certain elements among the various MOS, tasks were clustered in order to prevent duplication of effort for each MOS.

This section contains a listing of the clusters for this MOS.

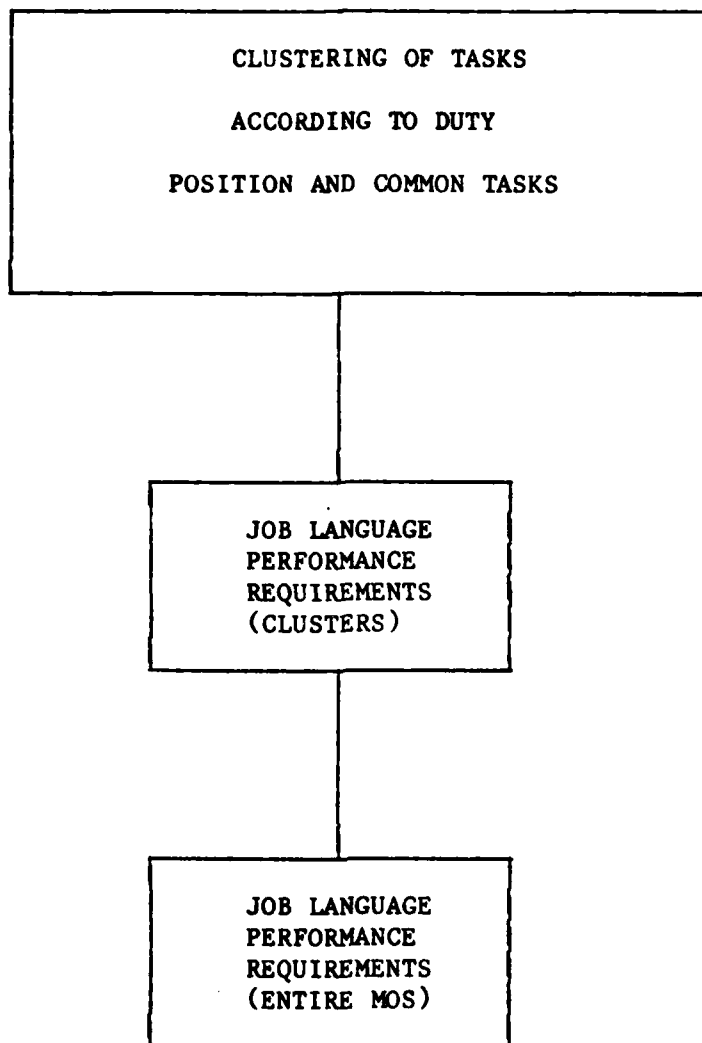


FIGURE 4

### SECTION III: CLUSTERING OF COMMON AND DUTY POSITION TASKS

Clustering was done by using the common and duty position tasks in the Soldier's Manual.

The following clusters are in this MOS:

1. FIRST AID
2. NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS
3. INDIVIDUAL FITNESS
4. SECURITY AND INTELLIGENCE
5. LAND NAVIGATION
6. M16A1 RIFLE
7. GRENADES
8. LEADERSHIP
9. TYPING
10. PROCESSING
11. FILING

## SECTION IV

### JOB LANGUAGE PERFORMANCE REQUIREMENTS

#### INTRODUCTION

This section discusses the format for the Job Language Performance Requirements.

#### SECTION IV: JOB LANGUAGE PERFORMANCE REQUIREMENTS

The format for the Job Language Performance Requirements is:

TASK:  
CONDITION:  
STANDARD:

##### A: TASK

The Job Language Performance Requirements state the language tasks the soldier must do in studying/performing specific MOS job tasks. A task addressing language would be one of reading, listening, speaking or writing. Job tasks, as seen in the Soldier's Manual, are those which pertain to the soldiers duties. To write these as language tasks required the following explanations of what the soldier would speak, read, listen and write. Below are the kinds of explanations that had to be made in this MOS.

##### SPEAKING

Produces oral utterances to report/inform/explain/elicit response/respond.

Analysis of this MOS indicates verbal reports entailing those activities directly related to the soldiers job tasks.

The speaking act to respond or elicit response in this MOS is an oral response to a command or visual signal.

Speaking to explain involves situations of instruction in any training situation.

Speaking to inform involves producing oral utterances to communicate necessary information.

##### READING

Read for information/to learn.

Printed and written materials are used throughout this MOS. The soldier is expected to read technical manuals, fields manuals, soldier's manual, written communication and audio-visual aids. Content of these materials is presented in formats and styles ranging from simple factual words or sentences to complex passages containing highly technical vocabulary, often with ellipsis. The purpose is to teach the student, so the student reads them to learn. Reading to learn involves reading names, attributes, information, procedures, explanations of how systems work, concepts, vocabulary terms, and definitions which are committed to short or long term memory for immediate or later recognition.

Basically, the soldier will use these reading materials to supplement what is stated in a lecture by integrating the information from the different texts or written communiques into his understanding of the previous lecture.

The soldier must develop the ability to understand the words in context, to read in thought units, and then select and understand the main ideas. The soldier must retain, apply, and integrate these ideas with past experience to use in his MOS.

Reading to learn, then, is a synthesis. What is read is to be retained in memory for integration in new experiences.

Reading for information, on the other hand, is quite different. The read material is to be retained only in short term memory, used for a specific purpose (i.e., look up a metric equivalent of 37 pounds) and then forgotten.

#### LISTENING

Listen to oral information to learn/to report.

In this MOS, lecture is a main method of instruction. The lecture is often supplemented by a demonstration. The soldier listens to the lecture to learn data pertinent to the task. Analysis of lecture presentations indicated many language variables. The soldier hears sub-standard usages, various registers of style and formality, colloquialisms, even profanity, in situations ranging from a barracks to a field. The soldier must differentiate between the types of language functions. Is it expression, exchange, description, explanation, argumentation, persuasion, statement, request, or order? The oral information may be directly from the speaker and/or indirectly such as over the telephone, radio, TV, or tape. The soldier must organize and gain meaning from what is heard. Out of all these variables, the soldier must identify or infer the main ideas or major points.

Analysis of this MOS did not and could not specify all types of spontaneous language the soldier would be exposed to. The POI, though, does show the general form of the constrained oral language the soldier must listen to in order to learn the task.

#### B. CONDITIONS

The condition is what the soldier will be given in order to do the task. For the MOS job, the soldier is given paper, pencil, and printed materials. For language purposes, he will be given certain structural and lexical features as found through the data gathering and organizing from interviews and observations. Again, for the job that the soldier will be given, the material may be under normal working conditions, though other conditions may be added such as with or without protective gear or in darkness.

The soldier will read lists, tables, procedures, checklists or signs, and will hear scenarios, lectures, explanations, and commands. Therefore, these are listed with the Job Language Performance Requirements as possible conditions.

### C. STANDARDS

The standard for our purpose is 100%. A standard for understanding or speaking cannot be tested as saying the soldier will disassemble a .45 caliber pistol in eight minutes. Because of this, 100% understandable speech or 100% legibility is used as a reference.

### SUMMARY/CONCLUSION:

The Job Language Performance Requirements including tasks, conditions, and standards, were first written for each task cluster. The clusters were then combined into the Job Language Performance Requirements for the entire MOS.

## SECTION V

### JOB LANGUAGE PERFORMANCE REQUIREMENTS (CLUSTERED)

#### INTRODUCTION

Sections I, II, III, and IV described how Job Language Performance Requirements were identified and constructed.

This section contains the Job Language Performance Requirements for each task cluster pertinent to this MOS.



## FIRST AID

### I. PERCENTAGE LANGUAGE SKILLS

Listening	67%
Speaking	29%
Reading	17%
Writing	17%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

**TASK:** Listen to learn  
**CONDITIONS:** Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral communication

**TASK:** Listen to respond  
**CONDITIONS:** Given a medical scenario involving simple questions about an illness in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral utterances

**TASK:** Produce oral utterances to explain  
**CONDITIONS:** Given a simple medical scenario requiring an oral interpretation in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral communication

**TASK:** Produce appropriate oral responses spontaneously or upon request  
**CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral responses

**TASK:** Read for information  
**CONDITIONS:** Given printed MOS training materials in the form of captioned illustrations, procedures, tables and explanations  
**STANDARDS:** 100% understanding of printed content

### III. TASK NUMBERS AND TITLES

081-831-1004	Perform mouth-to-mouth resuscitation and external cardiac massage
081-831-1005	Stop bleeding
081-831-1006	Identify signs and treat for shock

## NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS

### I. PERCENTAGE LANGUAGE SKILLS

Listening	81%
Speaking	31%
Reading	24%
Writing	24%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

<b>TASK:</b>	Listen to learn
<b>CONDITIONS:</b>	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understanding of oral communication
<b>TASK:</b>	Listen to perform
<b>CONDITIONS:</b>	Given oral warnings or verbal commands regarding simulated NBC situations (scenarios) in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understanding of oral utterances
<b>TASK:</b>	Produce appropriate oral responses spontaneously or upon request
<b>CONDITIONS:</b>	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understandable oral responses
<b>TASK:</b>	Produce oral utterances to inform and respond
<b>CONDITIONS:</b>	Given NBC situations requiring oral alarms
<b>STANDARDS:</b>	100% understandable oral utterances
<b>TASK:</b>	Read to learn
<b>CONDITIONS:</b>	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
<b>STANDARDS:</b>	100% understanding of printed content
<b>TASK:</b>	Read for information
<b>CONDITIONS:</b>	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
<b>STANDARDS:</b>	100% understanding of printed material

### III. TASK NUMBERS AND TITLES

031-503-1002 Put on and wear a protective mask

## INDIVIDUAL FITNESS

### I. PERCENTAGE LANGUAGE SKILLS

Listening	59%
Speaking	46%
Reading	24%
Writing	23%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

<b>TASK:</b>	Listen to learn and perform
<b>CONDITIONS:</b>	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understanding of oral communication
<b>TASK:</b>	Produce appropriate oral responses spontaneously or upon request
<b>CONDITIONS:</b>	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understandable oral responses
<b>TASK:</b>	Produce oral utterances to inform and respond
<b>CONDITIONS:</b>	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
<b>STANDARDS:</b>	100% understandable oral utterances
<b>TASK:</b>	Read for information
<b>CONDITIONS:</b>	Given printed MOS training materials in the form of procedures, manuals, charts, captioned illustrations and explanations
<b>STANDARDS:</b>	100% understanding of printed content

### III. TASK NUMBERS AND TITLES

071-327-0201	Maintain individual physical fitness appropriate to unit mission
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## SECURITY AND INTELLIGENCE

### I. PERCENTAGE LANGUAGE SKILLS

Listening	54%
Speaking	44%
Reading	15%
Writing	17%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to orally interact
CONDITIONS:	Given oral challenges, passwords and scenarios in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond to challenges, passwords and security situations in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, tables and warnings
STANDARDS:	100% understanding of printed content

### III. TASK NUMBERS AND TITLES

071-331-0801	Use challenge and password
071-331-0851	Enforce noise, light, and litter discipline

## LAND NAVIGATION

### I. PERCENTAGE LANGUAGE SKILLS

Listening	70%
Speaking	8%
Reading	61%
Writing	50%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

**TASK:** Listen to learn and perform  
**CONDITIONS:** Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral communication

**TASK:** Produce appropriate oral responses spontaneously or upon request  
**CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral responses

**TASK:** Read to learn  
**CONDITIONS:** Given printed MOS training materials in the form of procedures and references  
**STANDARDS:** 100% understanding of printed content

**TASK:** Read for information  
**CONDITIONS:** Given printed MOS training materials in the form of marked maps, definitions, captioned illustrations, instructions and procedures  
**STANDARDS:** 100% understanding of printed content

**TASK:** Write to record  
**CONDITIONS:** Given a requirement to record the grid reference  
**STANDARDS:** 100% legible written content

### III. TASK NUMBERS AND TITLES

071-329-1005 Determine a location on the ground

## M16A1 RIFLE

### I. PERCENTAGE LANGUAGE SKILLS

Listening	79%
Speaking	31%
Reading	24%
Writing	25%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations, warnings and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of a range card
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to complete a range card
STANDARDS:	100% understandable and legible written content

### III. TASK NUMBERS AND TITLES

071-311-2007 Engage targets with an M16A1 rifle

## GRENADES

### I. PERCENTAGE LANGUAGE SKILLS

Listening	74%
Speaking	20%
Reading	7%
Writing	5%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

**TASK:** Listen to learn and perform  
**CONDITIONS:** Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral communication

**TASK:** Listen for information  
**CONDITIONS:** Given oral instructions to perform task specific assignments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral information

**TASK:** Produce appropriate oral responses spontaneously or upon request  
**CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral responses

**TASK:** Produce oral utterances to inform and respond  
**CONDITIONS:** Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral utterances

**TASK:** Read to learn  
**CONDITIONS:** Given printed MOS training materials in the form of warnings, procedures, definitions, captioned illustrations and references  
**STANDARDS:** 100% understanding of printed content

### III. TASK NUMBERS AND TITLES

071-314-2104 Engage targets with an M203 grenade launcher and apply immediate action to reduce a stoppage  
071-325-4402 Engage enemy targets with hand grenades

## LEADERSHIP

### I. PERCENTAGE LANGUAGE SKILLS

Listening	75%
Speaking	33%
Reading	60%
Writing	63%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen for information
CONDITIONS:	Given oral instructions to perform task specific assignments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures and references
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items
STANDARDS:	100% understandable and legible written content

### III. TASK NUMBERS AND TITLES

121-030-2501	Prepare the rater's section of an Enlisted Evaluation Report (EER)
--------------	--



## TYPING

### I. PERCENTAGE LANGUAGE SKILLS

Listening	56%
Speaking	23%
Reading	47%
Writing	42%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures and references
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

111. TASK NUMBERS AND TITLES

121-004-1201 Type a basic comment to a Disposition Form (DA Form 2496)  
121-004-1202 Type a military letter  
121-004-1203 Type a nonmilitary letter  
121-004-1204 Type an indorsement to a military letter  
121-004-1205 Type a Joint Messageform (DD Form 173)  
121-004-1230 Type a second or subsequent comment to a Disposition Form  
121-004-1232 Type straight copy material

## PROCESSING

### 1. PERCENTAGE LANGUAGE SKILLS

Listening	41%
Speaking	23%
Reading	57%
Writing	47%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

**TASK:** Listen to learn  
**CONDITIONS:** Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral communication

**TASK:** Produce appropriate oral responses spontaneously or upon request  
**CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral responses

**TASK:** Read to learn  
**CONDITIONS:** Given printed MOS training materials in the form of procedures, descriptions and SOPs  
**STANDARDS:** 100% understanding of printed content

**TASK:** Read for information  
**CONDITIONS:** Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures  
**STANDARDS:** 100% understanding of printed content

**TASK:** Write to record and report  
**CONDITIONS:** Given the requirement to complete forms and produce written reports  
**STANDARDS:** 100% understandable and legible written content

**TASK:** Write to inform  
**CONDITIONS:** Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-016-1201 Determine eligibility for SQT testing  
121-016-1202 Initiate Enlisted Evaluation Reports (EER/SEER)  
121-016-1203 Process reclassification actions  
121-016-1208 Prepare a Promotion Point Worksheet  
121-016-1209 Process requests for temporary deferment from overseas assignment  
121-016-1210 Recommend unit of assignment  
121-016-1211 Determine eligibility for CAP III assignment  
121-016-1217 Process requests for service school attendance  
121-016-1223 Prepare a Request for Orders (RFO)  
121-016-1234 Process a completed EER/SEER  
121-016-1235 Prepare SIDPERS Input and Control Data, DA Form 3728  
121-016-1236 Process the Personnel Transaction Register by Originator (PTRO)

## FILING

### I. PERCENTAGE LANGUAGE SKILLS

Listening	55%
Speaking	24%
Reading	59%
Writing	43%

### II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

**TASK:** Listen to learn  
**CONDITIONS:** Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understanding of oral communication

**TASK:** Produce appropriate oral responses spontaneously or upon request  
**CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable oral responses

**TASK:** Read to learn  
**CONDITIONS:** Given printed MOS training materials in the form of procedures, descriptions and SOPs  
**STANDARDS:** 100% understanding of printed content

**TASK:** Read for information  
**CONDITIONS:** Given printed MOS training materials in the form of instructions, DA forms, explanations and procedures  
**STANDARDS:** 100% understanding of printed content

**TASK:** Write to record and report  
**CONDITIONS:** Given the requirement to complete forms and produce written reports  
**STANDARDS:** 100% understandable and legible written content

**TASK:** Write to inform  
**CONDITIONS:** Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)  
**STANDARDS:** 100% understandable and legible written content

### III. TASK NUMBERS AND TITLES

121-004-1215	Post regulations and directives
121-004-1227	Establish functional files
121-004-1228	File documents/correspondence

## SECTION VI

### JOB LANGUAGE PERFORMANCE REQUIREMENTS (Entire MOS)

#### INTRODUCTION

This section contains language tasks for each generic skill for this MOS. Listed below each task are the types of receptive or productive language activity involved.

## LISTENING

- TASK:** Understand oral language intended to inform or instruct.
- CONDITIONS:** Given explanations, procedures, rules, instructions or definitions in simple to complex lexicon and syntax; formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5 & 6)
- STANDARDS:** 100% understanding and assimilation of presented oral language task.

The following are specific conditions found in this language task:

Warnings  
Described situations  
Directions  
Lectures  
Commands, Orders  
Sound tracks (films, tapes)  
Standard/Non-standard English  
Instructions  
SQT questions

- TASK:** Understand spontaneous oral language or language via a technical medium - such as a radio telephone - intended to inform and elicit responses.
- CONDITIONS:** Given scenarios, questions, commands or requests in simple to complex lexicon and syntax, formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5, & 6)
- STANDARDS:** 100% understanding and assimilation of oral language in order to apply and respond.

The following are specific conditions found in this language task:

Shouting  
Radio communications  
Coded messages  
Spellings  
Conversation  
Requests

## SPEAKING

- TASK:** Formulate and produce appropriate oral responses spontaneously.
- CONDITIONS:** Given any verbal stimulus in the form of questions, scenarios, instructions, or cues in any training situation.  
(Appendices 5 & 6)
- STANDARDS:** 100% understandable oral response using correct lexicon and syntax for the training situation.

The following are specific conditions found in the language task:

Explanations  
Statements  
Repetitions  
Counting  
Corrections  
Assignments  
Notifications  
Oral reports  
Answers  
Clarifications  
Information

- TASK:** Produce oral utterances to interact and communicate spontaneously or via a technical medium such as radio telephone.
- CONDITIONS:** Given a communicative situation (Appendices 4, 5, & 6 Soldier's Manual) in any training situation.
- STANDARDS:** 100% understandable communication using correct lexicon and syntax for the communication act.

The following are specific conditions found in this language task:

Requesting information  
Requesting permission  
Transmitting messages  
Call signs  
Vocal signals  
Shout warnings  
Radio communications  
Target locations  
Directions (N,S,E,W)  
Directions, general  
Requests for fire  
Report on the results of fire  
Challenges/Passwords  
Training sessions  
Interaction



## READING

**TASK:** Read MOS training in the form of printed prose or graphic representations in order to learn processes, concepts, vocabulary, definitions and identifications, to calculate problems, intercept codes and complete forms.

**CONDITIONS:** Given technical, non-technical, lexical and structural features in simple to complex printed form in any training situation.  
(Appendices 4, 5 & 6)

**STANDARDS:** 100% understanding of printed content.

The following are specific conditions found in this language task:  
Captions with illustrations.

Lists	Extracts
Procedures	Columns
Information	Indices
Definitions	Charts
Outlines	Methods
Signs	Technical Vocabulary
Markers	Standard Operating Procedures
References	Cartoons
Rules	Problems
Maps	Manuals
Flags	Graphic Training Aids
Military Documents	
I.D. Papers	
Regulations	

**TASK:** Identify, understand, and interpret written utterances pertinent to MOS training in technical or non-technical language.

**CONDITIONS:** Given technical, non-technical, lexical and structural features in simple to complex written form in any training situation.  
(Appendices 4, 5 & 6)

**STANDARDS:** 100% understanding of written content.

The following are specific conditions found in this language task:

Lists  
Information  
Descriptions  
Radiation readings off dosimeter  
Coordinate scales  
Callsigns-suffices  
Three-letter codes  
Examples  
Calculations  
Markings  
Radio communications  
Range cards  
Notes  
Messages

## WRITING

- TASK:** Upon instruction, write in conventional orthography, letter, numbers, words or sentences appropriate to the training situation.
- CONDITIONS:** Given standardized forms, paper or answer sheets and the instructions to list, answer, describe or recall.
- STANDARDS:** 100% syntactical and lexical correctness and legibility of writing which is also appropriate in style and usage to training situations. (Appendix 4)

The following are specific conditions found in this language task:

Ratings  
Signatures  
Range cards  
Data symbols  
Answers  
Descriptions  
Notes  
Reports

- TASK:** Write, in conventional orthography, letters, or specialized code, numbers, words or sentences in order to transmit or record information.
- CONDITIONS:** Given standardized forms or paper and oral communication.
- STANDARDS:** 100% syntactical and lexical correctness of writing which can be read by another speaker of English.

The following are specific conditions found in this language task:

Technical forms  
Codes  
Grid coordinates  
Decoded messages  
Encoded messages  
Logbooks  
Plottings  
Figures  
Reports  
Tags  
Range cards  
Applicable DA forms

## APPENDICES

1. Task Prioritization Checklist
2. Task Inventory Compiled Data Forms
3. Percentage Language Skills
4. Observation Form
5. Structural/Lexical list
6. Vocabulary (DLIELC in-house)
7. Vocabulary (machine-generated)
8. English Language Structures

APPENDIX 1

TASK PRIORITIZATION CHECKLIST

This Checklist was approved by the  
Department of the Army in 1980.

OUR CURRENT MOS: \_\_\_\_\_  
PRESENTLY WORKING IN) \_\_\_\_\_

MOS IN WHICH YOU WERE TRAINED: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
UNIT: \_\_\_\_\_

\*RATING: 1=low  
2= med  
3= high

YES

NO

IS TASK  
TAUGHT?

LISTENING\*  
SPEAKING\*  
READING\*  
WRITING\*

OF:

LECTURE  
SELF-PACED  
DEMONSTRATION  
HANDS-ON

TAUGHT

YES

NO

IS TASK  
TESTED?

WRITTEN

ORAL

PERFORMANCE

PERSON

RESULTS IN  
DANGER TO  
EQUIPMENT

41

APPENDIX 2

TASK INVENTORY COMPILED DATA FORM

This form was used to record data from  
the Task Prioritization Checklist.

DATA OBTAINED FROM Gilman, John F. TRAINING SPECIALIST

	RATING OF ELS																																																												
	writing																																																												
	reading																																																												
	speaking																																																												
	listening																																																												
METHODS OF TESTING	written																																																												
	oral																																																												
	performance																																																												
METHODS OF TEACHING	self-paced																																																												
	hands-on																																																												
	demonstration																																																												
	lecture																																																												
CRITICALITY	danger to person or																																																												
	equipment																																																												
	importance																																																												
UNIT	difficult?																																																												
	tested?																																																												

MOS	750	NUMBER OF RESPONDENTS	4
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DATA OBTAINED FROM FBI BUREAU RECORDS TRAINING SPECIALIST

RATING OF ELS		METHODS OF TESTING		METHODS OF TEACHING		CRITICALITY		AIT	
writing		written		self-paced		danger to person or		difficulty?	
reading		oral		hands-on		equipment		tested?	
speaking		performance		demonstration		importance		taught?	
listening				lecture					

[illegible]

1001-1004

5001 158 1005-

9001-158-1006

F 1257 A, B

TRAINING SPECIALIST

[illegible]

MOS	NUMBER OF RESPONDENTS
-----	-----------------------

DATA OBTAINED FROM	TRAINING SPECIALIST
1. <u>Training Manual</u>	1. <u>Training Manual</u>
2. <u>Training Plan</u>	2. <u>Training Plan</u>
3. <u>Training Record</u>	3. <u>Training Record</u>
4. <u>Training Report</u>	4. <u>Training Report</u>
5. <u>Training Log</u>	5. <u>Training Log</u>
6. <u>Training Schedule</u>	6. <u>Training Schedule</u>
7. <u>Training Materials</u>	7. <u>Training Materials</u>
8. <u>Training Equipment</u>	8. <u>Training Equipment</u>
9. <u>Training Facilities</u>	9. <u>Training Facilities</u>
10. <u>Training Personnel</u>	10. <u>Training Personnel</u>
11. <u>Training Budget</u>	11. <u>Training Budget</u>
12. <u>Training Evaluation</u>	12. <u>Training Evaluation</u>
13. <u>Training Feedback</u>	13. <u>Training Feedback</u>
14. <u>Training Improvement</u>	14. <u>Training Improvement</u>
15. <u>Training Innovation</u>	15. <u>Training Innovation</u>
16. <u>Training Research</u>	16. <u>Training Research</u>
17. <u>Training Development</u>	17. <u>Training Development</u>
18. <u>Training Implementation</u>	18. <u>Training Implementation</u>
19. <u>Training Monitoring</u>	19. <u>Training Monitoring</u>
20. <u>Training Assessment</u>	20. <u>Training Assessment</u>
21. <u>Training Review</u>	21. <u>Training Review</u>
22. <u>Training Summary</u>	22. <u>Training Summary</u>
23. <u>Training Conclusion</u>	23. <u>Training Conclusion</u>
24. <u>Training Recommendation</u>	24. <u>Training Recommendation</u>
25. <u>Training Suggestion</u>	25. <u>Training Suggestion</u>
26. <u>Training Advice</u>	26. <u>Training Advice</u>
27. <u>Training Guidance</u>	27. <u>Training Guidance</u>
28. <u>Training Instruction</u>	28. <u>Training Instruction</u>
29. <u>Training Direction</u>	29. <u>Training Direction</u>
30. <u>Training Supervision</u>	30. <u>Training Supervision</u>
31. <u>Training Management</u>	31. <u>Training Management</u>
32. <u>Training Organization</u>	32. <u>Training Organization</u>
33. <u>Training Administration</u>	33. <u>Training Administration</u>
34. <u>Training Coordination</u>	34. <u>Training Coordination</u>
35. <u>Training Communication</u>	35. <u>Training Communication</u>
36. <u>Training Collaboration</u>	36. <u>Training Collaboration</u>
37. <u>Training Partnership</u>	37. <u>Training Partnership</u>
38. <u>Training Alliance</u>	38. <u>Training Alliance</u>
39. <u>Training Network</u>	39. <u>Training Network</u>
40. <u>Training Community</u>	40. <u>Training Community</u>
41. <u>Training Association</u>	41. <u>Training Association</u>
42. <u>Training Institution</u>	42. <u>Training Institution</u>
43. <u>Training Organization</u>	43. <u>Training Organization</u>
44. <u>Training Agency</u>	44. <u>Training Agency</u>
45. <u>Training Center</u>	45. <u>Training Center</u>
46. <u>Training Institute</u>	46. <u>Training Institute</u>
47. <u>Training School</u>	47. <u>Training School</u>
48. <u>Training College</u>	48. <u>Training College</u>
49. <u>Training University</u>	49. <u>Training University</u>
50. <u>Training Academy</u>	50. <u>Training Academy</u>
51. <u>Training Seminary</u>	51. <u>Training Seminary</u>
52. <u>Training Institute</u>	52. <u>Training Institute</u>
53. <u>Training School</u>	53. <u>Training School</u>
54. <u>Training College</u>	54. <u>Training College</u>
55. <u>Training University</u>	55. <u>Training University</u>
56. <u>Training Academy</u>	56. <u>Training Academy</u>
57. <u>Training Seminary</u>	57. <u>Training Seminary</u>
58. <u>Training Institute</u>	58. <u>Training Institute</u>
59. <u>Training School</u>	59. <u>Training School</u>
60. <u>Training College</u>	60. <u>Training College</u>
61. <u>Training University</u>	61. <u>Training University</u>
62. <u>Training Academy</u>	62. <u>Training Academy</u>
63. <u>Training Seminary</u>	63. <u>Training Seminary</u>
64. <u>Training Institute</u>	64. <u>Training Institute</u>
65. <u>Training School</u>	65. <u>Training School</u>
66. <u>Training College</u>	66. <u>Training College</u>
67. <u>Training University</u>	67. <u>Training University</u>
68. <u>Training Academy</u>	68. <u>Training Academy</u>
69. <u>Training Seminary</u>	69. <u>Training Seminary</u>
70. <u>Training Institute</u>	70. <u>Training Institute</u>
71. <u>Training School</u>	71. <u>Training School</u>
72. <u>Training College</u>	72. <u>Training College</u>
73. <u>Training University</u>	73. <u>Training University</u>
74. <u>Training Academy</u>	74. <u>Training Academy</u>
75. <u>Training Seminary</u>	75. <u>Training Seminary</u>
76. <u>Training Institute</u>	76. <u>Training Institute</u>
77. <u>Training School</u>	77. <u>Training School</u>
78. <u>Training College</u>	78. <u>Training College</u>
79. <u>Training University</u>	79. <u>Training University</u>
80. <u>Training Academy</u>	80. <u>Training Academy</u>
81. <u>Training Seminary</u>	81. <u>Training Seminary</u>
82. <u>Training Institute</u>	82. <u>Training Institute</u>
83. <u>Training School</u>	83. <u>Training School</u>
84. <u>Training College</u>	84. <u>Training College</u>
85. <u>Training University</u>	85. <u>Training University</u>
86. <u>Training Academy</u>	86. <u>Training Academy</u>
87. <u>Training Seminary</u>	87. <u>Training Seminary</u>
88. <u>Training Institute</u>	88. <u>Training Institute</u>
89. <u>Training School</u>	89. <u>Training School</u>
90. <u>Training College</u>	90. <u>Training College</u>
91. <u>Training University</u>	91. <u>Training University</u>
92. <u>Training Academy</u>	92. <u>Training Academy</u>
93. <u>Training Seminary</u>	93. <u>Training Seminary</u>
94. <u>Training Institute</u>	94. <u>Training Institute</u>
95. <u>Training School</u>	95. <u>Training School</u>
96. <u>Training College</u>	96. <u>Training College</u>
97. <u>Training University</u>	97. <u>Training University</u>
98. <u>Training Academy</u>	98. <u>Training Academy</u>
99. <u>Training Seminary</u>	99. <u>Training Seminary</u>
100. <u>Training Institute</u>	100. <u>Training Institute</u>

TASK NUMBER	AIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS
	difficulty?	danger to person or equipment importance	self-paced hands-on demonstration lecture	written oral performance	writing
	tested?				reading
	taught?				speaking
					listening
021-503 / 1002					
011-327-0101					
1-0201					

1255  
100

NCB

INDIVIDUAL  
FINES



[illegible]

MOS	NUMBER OF RESPONDENTS
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
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95	1
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97	1
98	1
99	1
100	1

DATA OBTAINED FROM \_\_\_\_\_ TRAINING SPECIALIST

[illegible]

TASK NUMBER		DM 341-08-1	6011-379-1005
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5200177 Ave 14th St, New York, NY 10011

PODOLSKA 2002

DATA OBTAINED FROM TRAINING SPECIALIST

071 325-4402

520 4 23 20

DATA OBTAINED FROM	TRAINING SPECIALIST
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TASK NUMBER	AIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS
	difficulty?				writing
	tested?				reading
	taught?				speaking
121-030-250					listening
					written
					oral
121-004-1201					performance
					self-paced
					hands-on
					demonstration
					lecture

Typing LEADERSHIP RESEARCH

TRAINING SPECIALIST

121.m4 1204

221544

PAGE OF		MOS <u>7c</u> NUMBER OF RESPONDENTS	
		DATA OBTAINED FROM _____ TRAINING SPECIALIST	
RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or		
	equipment		
	importance		
UNIT	difficult?		
	tested?		
		MOS _____ NUMBER OF RESPONDENTS	
		DATA OBTAINED FROM _____ TRAINING SPECIALIST	
RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or		
	equipment		
	importance		
AIT	difficulty?		
	tested?		
	taught?		
TASK NUMBER		171-004-1205	171-004-1230

TYPE

RATING OF ELS	writing	2	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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		MOS _____		NUMBER OF RESPONDENTS _____	
		DATA OBTAINED FROM _____		TRAINING SPECIALIST _____	
RATING OF ELS	writing			1	2
	reading			1	2
	speaking			1	2
	listening			1	2
METHODS OF TESTING	written			1	2
	oral			1	2
	performance			1	2
METHODS OF TEACHING	self-paced			1	2
	hands-on			1	2
	demonstration			1	2
	lecture			1	2
CRITICALITY	danger to person or			1	2
	equipment			1	2
	importance			1	2
AIT	difficulty?			1	2
	tested?			1	2
	taught?			1	2
TASK NUMBER					

7/1/26

Process

[illegible]

		MOS _____		NUMBER OF RESPONDENTS _____	
		DATA OBTAINED FROM _____		TRAINING SPECIALIST _____	
RATING OF ELS	writing	2	2	1	1
	reading	2	2	2	2
	speaking	2	1	1	1
	listening	2	1	1	1
METHODS OF TESTING	written	1	1	1	1
	oral	1	1	1	1
	performance	1	1	1	1
METHODS OF TEACHING	self-paced	1	1	1	1
	hands-on	1	1	1	1
	demonstration	1	1	1	1
	lecture	1	1	1	1
CRITICALITY	danger to person or equipment	5	5	5	5
	importance	5	5	5	5
	difficulty?	2	2	2	2
AIT	tested?	1	1	1	1
	taught?	1	1	1	1
	TASK NUMBER				

9/20/55

DATA OBTAINED FROM \_\_\_\_\_ TRAINING SPECIALIST

על כבד נחמד



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PAGE / OF		MOS	NUMBER OF RESPONDENTS
		DATA OBTAINED FROM	TRAINING SPECIALIST
RATING OF ELS	writing	✓	✓
	reading	✓	✓
	speaking	✓	✓
	listening	✓	✓
METHODS OF TESTING	written	✓	✓
	oral	✓	✓
	performance	✓	✓
METHODS OF TEACHING	self-paced	✓	✓
	hands-on	✓	✓
	demonstration	✓	✓
	lecture	✓	✓
CRITICALITY	danger to person or	✓	✓
	equipment	✓	✓
	importance	✓	✓
UNIT	difficult?	✓	✓
	tested?	✓	✓
		MOS	NUMBER OF RESPONDENTS
		DATA OBTAINED FROM	TRAINING SPECIALIST
RATING OF ELS	writing	✓	✓
	reading	✓	✓
	speaking	✓	✓
	listening	✓	✓
METHODS OF TESTING	written	✓	✓
	oral	✓	✓
	performance	✓	✓
METHODS OF TEACHING	self-paced	✓	✓
	hands-on	✓	✓
	demonstration	✓	✓
	lecture	✓	✓
CRITICALITY	danger to person or	✓	✓
	equipment	✓	✓
	importance	✓	✓
AIT	difficulty?	✓	✓
	tested?	✓	✓
	taught?	✓	✓
TASK NUMBER		171-004-1227	171-004-1228

FILE 126

### APPENDIX 3

#### PERCENTAGE LANGUAGE SKILLS

This appendix contains the computations for the percentages of listening, speaking, reading and writing involved in each cluster.

Some clusters have two sets of computations because some Task Prioritization Forms were received after original computations and had to be added on.

PERCENTAGE LANGUAGE SKILLS  
MOS 75C

TR = total number of responses to variables in the cluster  
T = number of tasks in the cluster  
V = variable  
R = maximum number of respondents in any task in that cluster

FORMULA	LISTENING	SPEAKING	READING	WRITING
$TR \div (T)(V)(R) = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
081-831-1001 081-831-1002 081-831-1003	$3 \times 5 \times 11 = 165$ 26 17 17 29 22 <u>111</u> $165 \sqrt{111.000} \quad .673$	$3 \times 2 \times 11 = 66$ 5 14 19 $66 \sqrt{19.000} \quad .288$	$3 \times 3 \times 11 = 99$ 2 4 11 <u>17</u> $99 \sqrt{17.000} \quad .172$	$3 \times 4 \times 11 = 132$ 17 2 4 6 <u>29</u> $132 \sqrt{29.000} \quad .220$
	67%	29%	17%	22%
NBC 081-831-1002	$1 \times 5 \times 18 = 90$ 17 8 16 16 16 <u>73</u> $90 \sqrt{73.000} \quad .811$	$1 \times 2 \times 18 = 36$ 1 10 11 $36 \sqrt{11.000} \quad .306$	$1 \times 3 \times 18 = 54$ 1 3 9 13 $54 \sqrt{13.000} \quad .241$	$1 \times 4 \times 18 = 72$ 17 2 4 6 <u>29</u> $72 \sqrt{29.000} \quad .403$
	81%	31%	24%	40%
081-831-1003	$1 \times 5 \times 14 = 70$ 10 4 7 12 8 <u>41</u> $70 \sqrt{41.000} \quad .586$	$1 \times 2 \times 14 = 28$ 4 9 13 $28 \sqrt{13.000} \quad .464$	$1 \times 3 \times 14 = 42$ 4 1 5 10 $42 \sqrt{10.000} \quad .238$	$1 \times 4 \times 14 = 56$ 10 4 6 8 <u>28</u> $56 \sqrt{28.000} \quad .500$
	59%	46%	24%	50%

PERCENTAGE LANGUAGE SKILLS  
MOS 75C

TR = total number of responses to variables in the cluster  
T = number of tasks in the cluster  
V = variables  
R = maximum number of respondents in any task in that cluster

FOR	LISTENING	SPEAKING	READING	WRITING
TR + (T)(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
SECURITY AND INTELLIGENCE 071-231-0801 071-331-0851	$2 \times 5 \times 9 = 90$ $\begin{array}{r} 10 \\ 9 \\ 6 \\ 11 \\ 13 \\ \hline 49 \end{array}$ $\begin{array}{r} .544 \\ 90 \overline{) 49.000} \end{array}$	$2 \times 2 \times 9 = 36$ $\begin{array}{r} 5 \\ 11 \\ \hline 16 \end{array}$ $\begin{array}{r} .444 \\ 36 \overline{) 16.000} \end{array}$	$2 \times 3 \times 9 = 54$ $\begin{array}{r} 1 \\ 6 \\ \hline 8 \end{array}$ $\begin{array}{r} .148 \\ 54 \overline{) 8.000} \end{array}$	$2 \times 4 \times 9 = 72$ $\begin{array}{r} 9 \\ 1 \\ 1 \\ \hline 12 \end{array}$ $\begin{array}{r} .167 \\ 72 \overline{) 12.000} \end{array}$
	54%	44%	15%	17%
LAND DEFENSE 011-277-1005	$1 \times 5 \times 6 = 30$ $\begin{array}{r} 4 \\ 4 \\ 4 \\ 5 \\ 4 \\ \hline 21 \end{array}$ $\begin{array}{r} .700 \\ 30 \overline{) 21.000} \end{array}$	$1 \times 2 \times 6 = 12$ $\begin{array}{r} 0 \\ 1 \\ \hline 1 \end{array}$ $\begin{array}{r} .083 \\ 12 \overline{) 1.000} \end{array}$	$1 \times 3 \times 6 = 18$ $\begin{array}{r} 2 \\ 4 \\ \hline 5 \\ 11 \end{array}$ $\begin{array}{r} .611 \\ 18 \overline{) 11.000} \end{array}$	$1 \times 4 \times 6 = 24$ $\begin{array}{r} 4 \\ 2 \\ 4 \\ \hline 2 \\ 12 \end{array}$ $\begin{array}{r} .500 \\ 24 \overline{) 12.000} \end{array}$
	70%	8%	61%	50%
MILITARY INTELLIGENCE 011 311 2007	$1 \times 5 \times 18 = 90$ $\begin{array}{r} 13 \\ 10 \\ 16 \\ 16 \\ 16 \\ \hline 71 \end{array}$ $\begin{array}{r} .789 \\ 90 \overline{) 71.000} \end{array}$	$1 \times 2 \times 18 = 36$ $\begin{array}{r} 2 \\ 9 \\ \hline 11 \end{array}$ $\begin{array}{r} .306 \\ 36 \overline{) 11.000} \end{array}$	$1 \times 3 \times 18 = 54$ $\begin{array}{r} 2 \\ 3 \\ \hline 8 \\ 13 \end{array}$ $\begin{array}{r} .241 \\ 54 \overline{) 13.000} \end{array}$	$1 \times 4 \times 18 = 72$ $\begin{array}{r} 10 \\ 2 \\ 3 \\ \hline 3 \\ 18 \end{array}$ $\begin{array}{r} .500 \\ 72 \overline{) 36.000} \end{array}$
	79%	31%	24%	50%

PERCENTAGE LANGUAGE SKILLS  
MOS 75C

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
611-11015	2x5x5=50 9 2 9 9 50 $\sqrt{37.000}$ .74%	2x2x5=20 1 3 4	2x3x3=30 0 0 2 2	2x4x5=70 2 0 0 0 2
071-214-2154 071-325-4402	8 37	20 $\sqrt{4.000}$ .200	30 $\sqrt{2.000}$ .067	40 $\sqrt{2.000}$ .050
	74%	20%	70%	5%
111-214-2154	1x5x15=75 12 10 13 9 12 56 75 $\sqrt{56.000}$ .747	1x2x15=30 3 7 10 30 $\sqrt{10.000}$ .333	1x3x15=45 1 13 13 27 45 $\sqrt{27.000}$ .600	1x4x15=60 10 1 13 14 38 60 $\sqrt{38.000}$ .633
121-214-2154				
	75%	33%	60%	63%
TYPING	7x5x18=630 63 47 87 81 76 554 630 $\sqrt{354.000}$ .562	7x2x18=252 10 48 58 252 $\sqrt{58.000}$ .230	7x3x18=378 42 46 91 179 378 $\sqrt{179.000}$ .474	7x4x18=504 47 42 46 79 213 504 $\sqrt{213.000}$ .424
121-004-1201 121-004-1205 121-004-1230 121-004-1232				
	56%	23%	47%	42%

TR = total number of responses to variables in the cluster  
T = number of tasks in the cluster  
V = variables  
R = maximum number of respondents in any task in that cluster

60



#### APPENDIX 4

##### OBSERVATION FORMS

The attached forms were taken to the actual training where observers recorded actual training situations and language used in the training. These forms were used to indicate the CONDITIONS for the Job Language Performance Requirements in this MOS.

SUBJECT \_\_\_\_\_ \* TASK NUMBER IF KNOWN \_\_\_\_\_

Physical Environment of Instruction

- A. Classroom
  - B. Open Areas (live firefield- mark-up terrain)
  - C. Large enclosed area (bleacher sites)  
(Warehouse size)
  - D. Other -
- Comments:

Styles of Communication Instructor, Verbal orders

- A. Formal Speech
  - B. Informal Speech
  - C. Regional/Ethnic
  - D. Body Language
  - E. Profanity
  - F. Shop talk/slang
  - G. Non-standard English
  - I. Other
- Comments:

Media of Instruction

- A. Films
  - B. Video cassettes
  - C. Graphic Training Aids (diagrams, etc....)
  - D. Illustrations (requiring reading/not requiring reading)
  - E. Maps
  - F. Mock-ups
  - G. Models/Aimulate
  - H. Real equipment
  - I. Transparencies
  - J. Tape cassettes
  - K. Training Publications (required/available)
  - L. Signs/Notices
  - M. P.A. System
  - N. Normal Voice
  - O. Soldier's Manual
  - P. Chalkboard
  - Q. Other
- Comments:

Mode of Response

- A. Manipulating a piece of equipment/device
  - B. Answers (spoken - written)
  - C. Signals
  - D. Performance
  - E. Taking Notes
  - F. Teamwork
  - G. Other
- Comments:

Instructional Ratio

- A. Instructor; one-to-one/class
  - B. Peer/one-to-one
  - C. Group or Committee Group (group of instructors of whom one teaches one portion of the whole)
    - Small (12 or less)
    - Large (more than 12)
  - D. Other
  - E. Questions
- Comments:

APPENDIX 5

STRUCTURAL/LEXICAL LIST

Attached is the list of  
structural and lexical items  
for this MOS.  
(For discussion, see Section II)

## STRUCTURAL ITEMS

### SENTENCE PATTERNS

SIMPLE: One subject and one predicate

1. Subject and action verb  
Firer aims.
2. Subject and action verb and direct/indirect object  
Many things cause burns.
3. Subject and linking verb and subjective complement  
This is very important.

COMPOUND: Two or more sentences joined by:

1. Coordinating conjunction

Explain the task and ask the trainees if they understand the task, and the conditions they are expected to perform at the end of the session, the conditions under which they must operate, and the standard they must achieve.

2. Conjunctive adverb

Do not start or stop the vehicle while the radio is on or you may damage the set.

3. Semicolon

A light pressure is exerted on the driving spring when the bolt is forward; however, never attempt to cock the gun while the backplate is off and the driving spring assembly is in place.

COMPLEX: One or more dependent clauses

1. Adjectival (functions as an adjective by modifying nouns and pronouns)

At the bottom of the map you will find three different bar scales which will help you to change map distance to miles, meters, or yards.

2. Adverbial (functions as an adverb by modifying verbs, adjectives, and other adverbs) The mouth-to-nose method is performed in the same way except you blow into his nose while you pinch his lips closed with one hand.

3. Noun (functions as a noun) The person who is performing artificial respiration quickly blows into the casualty's lungs after each five compressions.

## SENTENCE TYPES

### 1. INTERROGATIVE

(do, does, modal, wh-, tag, inverted)  
But what about the other 15 meters?  
Ask, "What is there?"

### 2. DECLARATIVE

Classified information will not be discussed over the telephone.

### 3. EXCLAMATORY

HALT!

### 4. IMPERATIVE

Issue the challenge in a soft voice and wait for the (requests, commands, second person (singular/plural, negative/affirmative), First and second person (let's)) stranger to reply with the correct password.

### 5. ELLIPSIS:

Split the bracket until fire for effect is possible. Most common type of ellipsis--subject deleted

### 6. FRAGMENT

Movement to occupy a position.  
All other parts.

## ADVERBIAL CLAUSES

### 1. PURPOSES

Training must be conducted so that at least 80% of the students can accomplish the task trained to the standards specified for the task.

### 2. CONTRAST

Although natural terrain features are likely not to change and make good reference points to orient a map, you may also use manmade features such as roads, bridges, etc., to orient your map.

### 3. COMPARISON

Place suitable material under him as well as over him if necessary.

### 4. RESULT

Blending is the use of camouflage materials on, over, and around an object so that it appears to be part of the background.

5. MANNER

Take deep breath and place mouth around soldier's mouth; then blow forcefully as you observe his chest.

6. TIME

When you have to go a certain distance on foot without any landmarks to guide you, you can measure distance pretty accurately by counting your paces.

Split the bracket until fire for effect is possible.

7. PLACE

Loosen clothing at neck, waist, and other places where it tends to bind.

8. CAUSE

Be careful not to depress the trigger, since this will cause the firing pin to be released.

9. ADVERSATIVE

The casualty has no fractures, but has a bleeding wound.

10. CONDI ION

If it isn't, your rifle can still fire, but it could possibly explode, causing you harm.

PHRASES

1. GERUND

(upon) Hearing the correct password, give permission to pass if you have no other reasons to doubt.

2. PARTICIPIAL

Using a straightedge draw a line between the two objects.

3. INFINITIVE

To camouflage exposed skin paint the shiny areas with a dark color.

4. PREPOSITIONAL

Under certain light conditions, front sight ports can be seen, but you can't determine whether you are looking through, above, or to the side of the rear sight aperture.

## LEXICAL ITEMS

### ADJECTIVALS

"rifle bore cleaner"  
"waste material"  
"burning residue"  
"semi-fixed ammunition"  
"extracting/loading ammunition"  
"firing hammer"  
"four life-saving steps"  
"chest/heart massage"  
"tourniquet material"  
"field material"  
"field condition"  
"mouth-to-mouth resuscitation"

### ADJECTIVES

#### 1. WORD + ABLE

AVAILABLE

#### 2. COMPARATIVES

Threat main tanks are smaller than the US main battle tanks.

#### 3. SUPERLATIVES

The most dangerous targets are those that see you, have the capability of killing you, and appear to be preparing to engage you.

### PRONOUNS

#### 1. INDEFINITE

Have someone walk the FDL (if enemy situation permits), and determine dead space (sections of FDL where individual drops below line of sight).

#### 2. POSSESSIVE

Shake his shoulder and shout, "Are you OK.?"

#### 3. SUBJECTIVE

This will give you correct nomenclature.

#### 4. OBJECTIVE

It will also give you the correct functioning.

#### 5. REFLEXIVE

Keep yourself clear of the muzzle.

## VERBS

### 1. VERB TENSES

Make sure you clearly understand the task you are to teach.

--You will be tested.

--If they elect to take it, they must complete the test once they have begun the first event or else they will receive a NO GO for the entire test.

--If the soldier is breathing, mouth-to-mouth resuscitation is not necessary.

--When all 10 pebbles have been moved to the left pocket, you have traveled one kilometer.

--Have someone walk the FDL and determine dead space.

--Sensing is an instantaneous determination by the grenadier as to where the grenade exploded.

present progressive verb  
present verb (uninflected, third  
person, indicative)  
past tense (regular/irregular)  
present perfect  
future

### 2. TYPES

intransitive  
(You) train for results.

transitive  
Mask the casualty.

linking  
The skin becomes inflamed.

### 3. VOICE

active

recognize  
protect  
is facing  
remove  
explode  
sounds  
points out  
seen

appear  
seek  
secure  
wear  
mask  
stored  
do require  
could affect

has  
must be  
wipe  
rinse  
put brush  
empty  
reassemble  
reinstall



passive

given  
is protected  
is sprayed

are alerted  
are reported  
have been corrected

are authorized  
be corrected

passive+verb+ing  
"task will be performed  
using procedures"  
modal+passive voice  
"can be determined"  
modal+negative+passive  
"must not be eliminated"

#### 4. MODALS

You must demonstrate, once every 6 months, that you can meet or exceed the minimum level of physical fitness required of each member of your unit in accordance with the standards contained in AR 600-9.

Personnel over the age of 40 may elect not to take the APFT. The pulse should be found in the soft area between the Adam's apple and the large muscle on the side of the neck.

Injury or death could result.

During surveillance the operator will have to adjust the range focus to get a sharp image at different ranges.

"might have to be placed"  
"be"  
"will be given"  
"should be"  
"must"  
"must be"  
"can"  
"can be"  
"may be"  
"should not be"

#### 5. AUXILIARIES

(do, does, negative)

Do not zero in under 100 meters.

If the round does not fall within 5 meters of target, zeroing procedures are called for.

#### GERUNDS

Sensing is an instantaneous determination by the grenadier as to where the grenade explodes with respect to the target.

#### INFINITIVES

To fire, hold the M16A1 in the rest with your right shoulder firmly against the weapon's butt plate.

#### ADVERBS +

##### 1. SUPERLATIVE

When such a line of fire exists, the primary sector will be assigned, based on it, with the FDL being the sector limit closest to the friendly troops.

##### 2. INDEFINITE

The launcher has a heavy coat of oil on working parts, and a light coat of oil elsewhere.

##### 3. FREQUENCY

Apply a little graphite grease to the threads of the antenna section for easy removal and to prevent the sections from seizing if they have been rarely removed.

##### 4. OTHER

Assembly procedure for the grenade launcher merely reverses disassembly steps.

##### 5. COMPARATIVE

The care, cleaning, lubrication and adjustment of the mount used with the gun are no less important.

#### VERBS AND PREPOSITIONS

Line up the key in the receptacle with the slot in the cable connector.

#### VERBS AND ADVERB

(particles)

Put on the protective mask within nine seconds of the chemical alarm and remain in the contaminated area for at least two minutes without making further adjustments to the mask.

APPENDIX 6

VOCABULARY (DLIELC IN-HOUSE)

The following vocabulary list  
was extracted from the Soldier's  
Manual task by task and then  
categorized into GENERAL, BASIC  
AND TECHNICAL vocabulary.

NOT APPLICABLE

REF: On 15 MAY 1981 agreement between  
TRADOC and DLIELC was reached  
that DLIELC In-House Vocabulary  
would not be produced for this  
MOS.

#### APPENDIX 7

Appendix 7 is the machine-generated vocabulary list. It was not useful for our purposes. It is included as a vocabulary reference.

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11 DEVS  
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13 NAME  
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15 TELEPHONE  
16 CITY  
17 STATE

18 OCCUPATION  
19 SEX  
20 AGE

21 RACE  
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23 HEIGHT  
24 WEIGHT  
25 BUILD

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27 HAIR  
28 COMPLEXION  
29 SCARS  
30 TATTOOS

31 EDUCATION  
32 DEGREE  
33 SCHOOL  
34 GRADUATION DATE

35 EMPLOYMENT  
36 POSITION  
37 EMPLOYER  
38 DATES

39 REFERENCES  
40 NAME  
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JOB LANGUAGE PERFORMANCE FOR REQUIREMENTS FOR MOS 75C  
PERSONNEL MANAGEMEN. (U) DEFENSE LANGUAGE INST LACKLAND  
AFB TX ENGLISH LANGUAGE CENTER. 22 MAY 79

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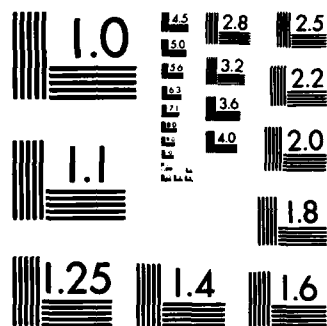
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2	RECOMMENDATION
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2	REFUTES
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2	SENCH
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2	ASSISTANTS
2	RESULTS
2	CLERK
2	SECRETARY
2	PROPERTY
2	OFFICE
2	VALENTINE

**STUDY**

**APPROVED**





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**HEADQUARTERS**

**UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**

**FORT MONROE, VIRGINIA 23651**

DATA CONTROL NUMBER

Job No / Proj No

*249*

**DLI**

30 SEP

30 SEP 1980



**75C**

**SL 42**

**Comp**

*209*













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COUNT3 WORD3

COUNT2 WORD2

COUNT1 WORD1

1 ACTIONS	1 RTIVE	1 BUIREMENTS	2 BUT
1 RV	1 BWHQ	1 BUIREMENTS	56 BY
1 RYOR	1 BZED	2 B	1 B5
1 R631-203	1 H68J-29	1 B729	1 B9
1 C	1 C	8 C 2	1 C
1 C	1 C	1 C	4 C
1 C-01	2 C-07	2 C-75	4 C-89
1 C-	1 C	4 CALENDAR	7 CALL
1C CAMP	1 CAMP--4476	9 CAN	12 CANNOT
5 CAP	1 CAPTAIN	43 CARD	16 CARDS
17 CAREER	1 CAS	3 CASE	1 CASES
1 CATALOG 7	1 CATEGORY	1 CAUSE	1 CAUSED
2 CENTER	2 CEN/O	1 CENTRAL	1 CENTRALIZED
1 CHA	1 CHAIN	22 CHANGE	1 CHANGED
18 CHANGES	1 CHANGES/ADDITIONS/DELETIO	1 CHANNELS	42 CHAPTER
1 CHARACTERS	1 CHE	45 CHECK	1 CHECKING
16 CHECKLIST	3 CHECKLISTS	3 CHEMICAL	1 CITING
2 CITIZENSHIP	3 CIVILIAN	3 CLAIMS	1 CLASS
2 CLASSIFICATION	1 CLEAR	1 CLEAR	5 CLEARANCE
1 CLEARLY	5 CLERK	1 CLOSE	1 CC
1 CC	1 CO	35 CODE	1 CCES
1 CLOS OUS	1 CODES 5	2 CODES 6	5 CODES
24 COLUM	26 COLUMNS	1 COM	1 COMBINED
1 COME	1 COMEACK	2 COMES FROM	1 COMES
1 COMMAND	12 COMMAND	1 COMMAND/PROVAL	8 COMMANDER
5 COMMANDERS	5 COMMANDERS	1 COMME	34 COMMENT
6 COMMENTS	1 COMMENTS/INDORSEMENTS	1 COMMISSIONED	3 COMMITMENT
1 COMMUNICATIONS 5	2 COMPARE	1 COMPETE	13 COMPLETE
14 COMPLETED	1 COMPLETION	1 COMPONENT	1 COMPUTA
5 COMPUTATIONS	8 COMPUTE	1 COMPUTING	2 CMAP
4 CONCERNED	1 CONCURRENT	1 CONDI	2 CONDITION
5 CONDITIONS	1 CONSIDERATION	1 CONSIST	1 CONSOLIDATED
2 CONSTITUTION	1 CONSULT	4 CONTACT	3 CONTAINED
2 CONTINIS	4 CONTINENTAL	3 CONTRACT	6 CONTROL
2 CONTROLS	1 CONUS	7 CONUS	1 CONVE
1 CONVEIES	1 CONVEIN	6 CONVENING	1 CONVERT
24 COPIES	70 COPY	10 CORRECT	3 CORRECTIONS
1 CORRECTIVE	2 CORRECTLY	5 CORRESPONDENCE 2	4 CORRESPONDENCE 3
1 CORRESPONDENCE 6	3 CORRESPONDENCE	1 CORRESPONDING	1 COULD
1 COUNSELED	3 COUNSELING	2 CCUNTRY	1 COUPLE
1 COVER	2 COVER SHEET	1 COVER SHEETS	2 CPCO
7 CPAS	1 CREDITABLE	1 CREDITED	1 CRI
3 CRITERIA	1 CRITICAL	1 CROSS-TRAINING	1 CSCA-342
4 CSPF	1 CURE	1 CURE	25 CURRENT
5 CUSTODIAN	2 CUSTODIANS	3 CUT OFF	3 CYCLE
1 CYCLIC	2 CJ1	4 CUS	1 C2
1 C33	13 C75	2 C	1 DA
308 DA	1 DA-CONTROLLED	1 DA	1 DA-APPROPRIATE
1 DA-PC-MSP-T	1 DA-PC-PSR-K	1 DA FORM	1 DA PAM
1 DA PAM 603-8	1 DA PAM 603-8-10	1 DATA 11	20 DATA

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DATE 00260 1954 7

SEQUENCE

MOS NO.

LISTING/ASCENDING

COUNT4 WCRD4

3 WORD3

COUNT2 WCRD2

COUNT1 WCRD1

50 DATE	2 DATED	4 DATES	10 DAY
11 DAYS	7 DO	1 DEALING	1 DECEASED
1 DECORATIONS	4 DEFENSE	5 DEFERMENT	2 DEFERMENTS
1 DEFINICIENCIES	1 DEFINED	5 DELETE	1 DELETE
6 DELETED	2 DELETION	3 DELETIONS	2 DEMAND
1 DENIAL	1 DENIALS	1 DENIED	1 DENOTES
6 DENIAL	1 DENY	1 DENYING	1 DEPART
1 DEPARTMENT	3 DEPARTURE	1 DEPEND	4 DEPENDENT
7 DEPENDENTS	1 DEPENDING	1 DEPENDS	5 DESIGNATED
1 DESIGNATION	1 DESTROY	1 DETERMINATION	17 DETERMINE
5 DETERMINED	1 DETERMINING	25 OF	1 DF'S
7 DIF	3 DID	3 DIFFERENCES	5 DIFFERENT
1 DIRECT	1 DIRECT	3 DIRECTLY	1 DIRECTORY
7 DISAPPROVAL	9 DISAPPROVED	2 DISPATCH	2 DISPOSE
7 DISPOSITION	2 DISTINCT	7 DISTRIBUTE	1 DISTRIBUTION
2 DISTRIBUTION	1 DIVISION	4 DIVISION	2 CLAB
1 DLAT	1 DLAT-1	1 DLAT-2	1 CLC
14 DLUS	1 DLALC	4 CO	1 COL
1 DCL	1 DCLM	1 DOCUMENT	6 DOCUMENT
1 DOCUMENTATION	33 DOCUMENTS	1 DOCUMENTS/CORRESPONDENCE	1 COE
12 DCS	2 DCMN	2 DCS	3 CSP-11
2 DUC	5 DURING	2 DUTY 4	13 DUTY
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1 EAC	1 EAC	53 EACH	1 EAD
1 EB	8 EDUCATION	1 EDUCATIONAL	3 EERMA
4 EF	22 EF	2 EF	1 EFFECT
3 EFFECTIVE	1 EIGHTH	4 EITHER	3 ELECTION
2 ELECTS	4 ELEMENT	2 ELEMENTS	1 ELIGIBILITY
25 ELIGIBILITY	40 ELIGIBLE	1 EMERGENCY	1 EMP
1 EN	1 EN	4 END	1 ENL
1 ENLIC	71 ENLISTED	1 ENLISTMENT	1 ENLISTMENT/
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1 ENTIRETY	6 ENTERED	1 EQUAL	1 EQUALS
26 EQUIPMENT	1 ERONEOUS	1 ERROR	2 ERRORS
1 ESTEVAL	2 ESTABLISH	4 ESTABLISHED	2 ETC
1 ETHNIC	4 ETS	1 EVALU	1 EVALUATED
1 EVALUANT	19 EVALUATION	1 EVALUATOR	1 EVENT
1 EVERY	1 EVIDENCE	2 EXACT	2 EXAMPLES
6 EXCEED	1 EXCEEDED	2 EXCEPTION	1 EXCHANGE
7 EXEMPT	1 EXEMPT-PATIENT-EFFECTIVE	1 EXEMPTION	2 EXIST
2 EXISTS	1 EXPECT	1 EXPECTED	2 EXPIRATION
3 EXPLAIN	1 EXPLAINED	1 EXPLAINING	2 EXTEND
1 EXTRA	8 E1	5 E2	6 E2/E3
7 E3	19 E4	20 E5	13 E6
2 ET	1 E3	1 E9 2	1 E9 3
1 F9 4	1 E9 5	2 E9 6	1 E9 7
2 F	1 F	4 F	1 FACILITY
1 FALLS	1 FALL	6 FAMILY	6 FAC
1 FAVORABLE	2 FEDERAL	1 FEE	1 FEEDER

4 FNO	1 FI	2 FIELD	5 FIELDS
1 FIGURE	25 FILE	3 FILED	1 FILCS 8
1 FILTS	4 FILING	1 FILL	4 FINAL
6 FINANCE	14 FIND	1 FINISH	4 FIRST
1 FISCAL	2 FIVE-CHARACTER	1 FLG	2 FLAGGED
1 FM	1 FO	2 FO	6 FOLLOW
6 FOLLOWING	7 FOLLOWS	1 FOR PROMOTION	1 FOR 11
337 FOR	5 FCKEIGH	1 FORSECABLE	222 FORM
1 FORMAL	34 FUKMS	1 FORT	21 FORWARD
3 FORWARD	10 FLKWARDING	5 FOUHD	1 FCUR
1 FLO	62 FROM	1 FUNCTIONAL	3 FURTHER
3 FUTURE	2 F4 2	1 G	4 G
2 G-	42 G-	1 G	1 GAI
6 GAINING	1 GATEWAY	1 GATHER	1 GENERAL
1 GENFFATES	1 GEOGRAPHIC	22 GET	1 GIVE
1 GIVEN	15 GJ	2 GOVERNMENT	1 Gp
16 GRACE	1 GRADE	1 GRADE	45 GRADE
1 GRADUES ES	19 GRADES	1 GRANTED	12 GRANTED
6 GRCH	1 GREATEST	1 GRO	1 GPCUP
1 GROUPS	1 GT	2 GUIDANCE	2 GUIDE
12 H	2 H-	2 HAD	3 PAROSHIP
1 HARRISON	41 HAS	46 HAVE	4 PAVING
47 HF	4 HEADING	2 HEADQUARTERS	5 HEALTH
1 HFLP	6 HIGHER	1 HIGHEST	24 HIM
53 H/S	1 HIS/HIER	3 HOLD	4 HCLUSING
1 HGW	7 HJDA	1 I	1 I
1 I	16 I	1 I	190 IRM
1 IC	27 IO	5 IDENTIFICATION	3 IDENTIFIED
1 IDENTIFIER	1 IDENTIFY	150 IF	1 IF-
18 II	26 III	1 II	3 IMMEDIATE
2 IMMEDIATELY	1 IMPOSE	1 IMPOSING	1 IN 10
1 IN	1 IN	239 IN	1 IN/OUT
1 INC	5 INCLOSED	4 INCLOSURES	1 INCLUDE
2 INCLUDED	4 INCLUDING	1 INCLUSIVE	1 INCOMPLETE
1 INCOFRECT	1 INDI- 11	1 INDICATES	1 INDICATING
1 INDICATOR	11 INDIVIDUAL	1 INDIVIDUAL'S	5 INDIVIDUALS
1 INDOSEMENT	3 INELIGIBILITY	11 INELIGIBLE	1 INF
2 INFORM	1 INFORMATION	22 INFORMATION	1 INFORMED
2 INFORMING	10 INITIAL	1 INITIATED	1 INPROCESS
1 INPROCESS	4 IMPROCESSING	5 INPUT	4 INSTALLATION
1 INSTANCES	1 INSTRUCT	1 INSTRUCTION	12 INSTRUCTIONS
2 INSUFFICIENT	2 INSURE	2 INTEGRATED	1 INTERFICE
6 INTERIM	1 INTERNAL	1 INTERVI	7 INTERVIEW
7 INTO	2 INTRANSIT	1 INTRAPUST	9 INVENTRY
1 INVESTIGATION	1 INVOLVE	1 INVOLVED	2 INVOLVES
166 IS-	5 ISR	1 ISRS	30 IT
1 ITEM	1 ITEM	45 ITEM	11 ITEMS
2 IYS	16 IV	2 IX	4
5 J	32 J-	5 JACKET	1 JAN
18 JH:	1 JOR	1 JUN	2 JUSTIFICATION

13 J2	2 K	7 KEEP	1 KEY
1 KEYSER	1 KNOWLEDGE	2 K4 K	1 K4
1 L	2 LACKS	8 LANGUAGE	10 LAST
4 LATER	6 LATEST	1 LAYOUT	7 LEAST
5 LEAVE	1 LEAVES	1 LEFT	1 LEFS
12 LETTER	13 LEVEL	2 LIC	2 LIMITATIONS
25 LINE	1 LINES	1 LINGUIS	2 LINGUIST
1 LLS	1 LIST	49 LIST	16 LISTED
9 LISTING	1 LISTINGS	8 LIS'S	1 LIVE
1 LOCAL	48 LOCAL	2 LOCATE	3 LOCATION
3 LONGER	2 LONG	3 LOGGING	5 LOSS
1 LRA	1 LI	2 LS	1 P
1 M	1 M	2 M	1 P4
1 MA	12 MADE	1 MAIN/AIN	1 PAINTAINED
1 MAINTENANCE	5 MAJOR	21 MAKE	2 PALUTILIZATION
1 MAJAI	1 MANAGEMENT	1 MANAGEMENT 6	52 MANAGEMENT
3 MAJORITY	5 MANNING	11 MARITAL	1 MARGIN
3 MARK	1 MARKED	4 MARRIED	1 PASTER
2 MATCH	2 MATCHING	1 MAXIMUM	4 PAY
1 ME	1 MEANS	1 MEDICAL	3 PEDICAL
9 MEET	4 MEETS	13 MEMBER	2 MEMBER'S
5 MESSAGES	2 MEMBERSHIP	1 MEMO	6 PERIT
1 MESSAGE	6 MET	1 METHOD	1 P1
1 MIDDLE	56 MILITARY	1 MILITAD	1 PILPERCE
1 MILPERCE	8 MILPERCEN	23 MILPO	2 MINIMUM
1 MINOR	1 MINORITY	1 MICEL	2 MISCELLANEOUS
8 MISSING	1 MNEMONIC	1 MONITOR	1 PCNITERS
35 MONTH	3 MONTH'S	3 MONTHLY	12 MONTHS
1 MORF	1 MORNING	35 MDS	1 MOVE
7 MOVEMENT	1 MPR	43 MPRJ	4 PPRJ/HOUSING
4 MPRJS	1 MUCH	31 MUT	1 P2
1 MTT	1 MATH	39 NAME	2 APES
4 MPR	1 NATED	2 NATO	3 NATURE
1 NEEDS	19 NECESSARY	6 NEED	3 NEEDED
1 NEEDS	13 NEW	2 NEWLY	12 NEXT
1 NYNE	1 NYTH	7 NO	1 NONPROMOTABLE
1 INCORPORATED	1 NONRECOMMENDATION	1 NONWAIVABLE	1 ACRWIL
9 NORMALLY	2 NOT TO	70 NOT	1 NOTATIONS
82 NOTIC	1 NOTED	1 NOTIF	11 ACTIVIFICATION
5 NOTIFIED	9 NOTIFY	4 NOW	5 NUCLEAR
2 NULL	1 NUA	1 NUM	42 NUMBER
1 HUMAFRED	1 NY	1 O	1 C
2 O	1 O	2 OBTAIN	1 OCCUPASH
1 OCCUPANTRIES	9 OCCUPATIONAL	1 OCCUPIES	2 OCCURRED
3 OCCUPUS	4 OER	3 CER/SEER	1 CF
355 OF	1 OFF	1 CFF	1 OFFICE
52 OFFICE	1 OFFICER 7	13 OFFICER	1 OFFICERS 4
2 OFFPF	3 OFFICERS	3 OFFICIAL	2 OLD
31 ONE	1 ON	98 ON	3 CNCE
	3 ONLY	1 OPERING	2 OPERATING

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COUNT4 WORD4

COUNT3 WORD3

COUNT2 WORD2

1 OPTION	127 CR	1 CR
2 ORAL	1 ORDERS	4 ORDERS 2
1 ORDERS 3	1 ORDERS 7	16 ORDERS
6 ORGANIZATION	7 ORIGINAL	2 ORIGINATORS
1 OTHER	1 OTHERS	6 CUT
2 OUTLINED	7 OUTPROCESSING	16 CVERSEA
11 OVERSEAS	1 P	1 F
1 P	5 P	1 F*
1 P*	1 PAC/PSNCO	5 PACKAGE
115 PAK	8 PACKETS	5 PAGE
1 PART	5 PARAGRAPH	1 PARENT
2 PARTIALLY	1 PART	1 PART
1 PASSPORT/VISA	1 PASS-THROUGH	4 PASSPORT
1 PATTERN	1 PATIENT	2 PATIENT'S
2 PERCIL	27 PCN	2 PCS
1 PERF	13 PEOPLE	1 PER
7 PERIOD	22 PERFORMANCE	1 PERFORMS
1 PERSON	1 PERK	1 PERSONS
2 PERSONNEL	9 PERSONAL	1 PERSONNEL
13 PERSONNEL	1 PERSONNEL 3	1 PERSONNEL
1 PFC	2 PERAIN	1 PF
2 PHOTOGRAPHS	5 PHASE	2 PHASES
6 PLACED	1 PHYSICALLY	10 PLACE
1 PC	15 PMOS	2 PMSC
1 POLICY 4	1 POINTS ON	42 FCINTS
1 PCR	26 POLICY	1 POM
1 POSIT	5 PORT	1 PORTION
1 POSSES	1 POSITIONS	1 PCSN
2 POTENTIAL	5 POST	7 POSTED
1 PK	1 PPA	3 PCR
2 PREGNANT	2 PREFERENCE	2 PREGNANCY
11 PREPARED	2 PREPARATION	61 PREPARE
3 PREFFICE	3 PREREQUISITES	1 PRESENCE
2 PREVIOUSLY	6 PRESIDENT	23 PREVIOUS
1 PRIORITY	1 PRIOR	3 PRIORITIES
11 PROCEDURE	1 PRO	3 PROBLEMS
1 PROCEDURES 0A	7 PROCEDURES	1 PROCEDURES CE
1 PROCEDURES T	1 PROCEDURES PPLIES	1 PROCEDURES R
1 PROCEDURES 3	1 PROCEDURES 16	1 PROCEDURES 2
7 PROCEDURES	1 PROCEDURES 6	2 PROCEDURES 7
1 PROCESSES	11 PROCESS	1 PROCESSED
1 PROFFLE	10 PROCESSING	3 PROFICIENCY
4 PROGRESSION	4 PROGRAM 3	1 PROGRAM
7 PROMOTED	1 PROMJ	2 PROMOTABLE
8 PROMOTIONS	2 PROMOTION	122 PROMOTION
1 PKP	5 PROPER	6 PROPERLY
3 PUD	1 PSMCO	3 PTRJ
2 PURPOSES	1 PUNCHING	2 PURPOSE
3 PBI	2 PZ	2 P5
	1 CWP	1 CU

179

1 SF	1 SHEET	1 SHEETS
2 SHORTLY	7 SHOULD	3 SPCW
3 SHOWN	1 SID	33 SIDERS
4 SIG	7 SIGNED	4 SIMILAR
5 SINCE	2 SIZE	7 SKILL
6 SIN	1 SMITH	8 SPCS
7 SING	6 SO	5 SOCIAL
8 SOLD	1 SOLD	2 SOLDI
9 SOLDIER	49 SOLDIER'S	33 SOLDIERS
10 SOMETIMES	6 SOP	8 SOURCE
11 SOURCES	4 SPECIALIST	1 SPECIALITIES 5
12 SPECIALITIES 3	2 SPECIALITIES 5	1 SPECIALITIES
13 SPECIALITY	2 SPECIFY	1 SPF
14 SPONSORSHIP	1 SPOUSE/CHILDREN	1 SPREAD
15 SPREAD	1 SQT	1 SRE
16 SPOUSE	4 SSH	1 ST
17 SPOUSE	25 STANDARD	6 STANDARDS
18 SPOUSE	1 START	2 STATE
19 SPOUSE	3 STATEMENTS	4 STATES
20 STATUS	1 STATING	12 STATIION
21 STEP	1 STE	1 STEP
22 STEPS	3 STOP	1 STEVALL
23 STRENGTH	4 STRENGTH-BY-GRADE	2 STLCOURSE
24 SUBMIT	1 SUBMITS	4 SUBMITTED
25 SUBSTITUTED	1 SUBSTITUTABLE	3 SUBSTITUTE
26 SUBTRACT	3 SUCH	1 SUFFICIENT
27 SUP	1 SUPERVISE	1 SUPERVISOR
28 SUPPLIES	8 SUPPORTING	1 SUP
29 SUPPLY 2	3 SURELY	9 SUPPLUS
30 SUSPENSES	1 SUSPENSION	1 SYSTEM
31 SYSTEM 2	3 SYSTEM 3	5 SYSTEM 4
32 SYSTEM	2 SZ	1 SZ
33 T	1 T	1 T
34 T	1 T	1 T
35 TAKE	6 TAKEN	1 TAKES
36 TASKS	1 TCA	1 TOY
37 TELL	1 TELLING	1 TELLS
38 TERM	1 TERMINAL	1 TERMINATE
39 TEST	13 TEST	4 TEST/RETEST
40 TESTED	1 TESTS	1 TESTS 2
41 TH	1 TH	1 TH
42 TH	5 THAT	40 THAT
43 THE	1 THE	1157 THE
44 THEM	3 THE	9 THERE
45 THEY	61 THIS	15 THOSE
46 THREE	20 THROUGH	1 THROUGHOUT
47 TIME	2 TITLE	1 TC
48 TO	1 TOLD	1 TOLD
49 TOTAL	1 TOUR	5 TOUR
50 TRAILER	13 TRAINING	15 TRANSACTION

COUNT1 WORD1

5 TRANSACTIONS	4 TRANSFER	2 TRANSFERRED	2 TRANSFERS
4 TRANSMIT	1 TRANSMITTAL	22 TRANSMITTAL	1 TRANSMITTED
6 TRAVEL	4 TSO	6 TWO	1 TWO- CHARACTER
1 TWO-CH	4 TWO-CHARACTER	5 TYPE	3 TYPE-OF- TRANSACTION
1 TYPE-OF- TRHE	1 TYPE-OF- TRANSACTION	1 TYPE-OF- TRANSACTION	1 TYPES
2 UIC	19 UPR	3 UNKS	1 UNAWARDED
2 UNDE	1 UNDOJE	3 UNEQUAL	1 UNFAVORABLE
1 UNFULFILLED	1 UNIT	66 UNIT	1 UNIT'S
4 UNITED	14 UNITS	1 UNLESS	5 UNTIL
1 UUC	3 UP	1 UPCOMING	4 UPGATE
2 UPDATE/CHANGE	1 UPON	1 URGENCY	3 LS
8 URGEC	10 USE	2 USED II	11 USED
11 USER	13 USING	4 UTILIZATION	4 UTILIZED
8 V	2 VA	1 VACAN	2 VACANCIES
5 VACANCY	1 VACATE	1 VE	1 VERIF
5 VERIFICATION	2 VERIFICATION/ACTION	12 VERIFY	5 V
1 VIA	3 VII	2 VIII	14 VINES
1 VISK	1 VISAS II	1 VOLUNTEERS	3 VCTING
8 V4	2 V5	1 WAFT	1 WAFYAO
1 WAI	12 WAIVABLE	1 WAIVED	12 WAIVER
6 WALTERS	1 WANTS	3 WAKANT	20 WAS
1 WEEKLY	1 WEIGHTED	10 WERE	14 WHEN
2 WHERE	1 WHETHER	24 WHICH	1 WHILE
18 WHO	1 WHOLE	2 WHOSE	4 WHY
1 W	1 WIFE	1 WILL	35 WILL
1 WILLING	1 WITH	1 WITH	1 WITH
10 WITH	1 WITHDRAW	0 WITHIN	1 WITHOUT
5 WORD	17 WORKING	1 WORKSHEET	17 WORKSHEET
1 WORKSHEETS	1 WOULD	1 WOULD	1 WOI
2 WHITE	1 WRITING	3 WRITTEN	1 Y
5 Y	7 YEAR	2 YEARS	1 YOU
68 YOU	78 YOUR	2 YVVM	3 Z
		1 ZERO	14 ZONE



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 215 IN  
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 171 WITH  
 92 NOTE  
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 44 CODE  
 42 CARD  
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 38 ELIGIBLE  
 36 REQUEST  
 34 CODE  
 32 CC4444  
 30 SLOPERS  
 28 YACK  
 26 STEP  
 24 IT  
 22 WHEN  
 20 ID  
 18 COMMENTS  
 16 OPERATOR  
 14 POLICY  
 12 MEN  
 10 ELIGIBILITY  
 8 SUPPLIES  
 6 WHICH  
 4 POINT  
 2 CHARGE  
 PART  
 21 FORM  
 19 PREPARE  
 17 DATA  
 15 2  
 13 24  
 11 UMC  
 9 11  
 7 USE  
 5 AFTER

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 1137 FOR  
 222 FROM  
 166 IS  
 122 PROMOTION  
 90 ON  
 74 BE  
 71 ENLISTED  
 68 YOU  
 62 FROM  
 60 RECORDS  
 56 BY  
 53 EACH  
 52 MANAGEMENT  
 49 LIST  
 43 AS  
 41 ITEM  
 39 CARD  
 37 NUMBER  
 35 AP  
 33 REQUIRED  
 31 MONTH  
 29 FOR  
 27 SLOPERS  
 25 CA  
 23 OLIVER  
 21 PCN  
 19 PERFORMANCE  
 17 COLUMNS  
 15 STEPS  
 13 BLOCK  
 11 FILE  
 9 2  
 7 5  
 5 6  
 3 PREVIOUS  
 1 EF  
 22 PERFORMANCE  
 21 MAKE  
 19 ES  
 17 7  
 15 GRADES  
 13 18  
 11 JUN  
 9 WHO  
 7 DETERMINE

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 70 COPY  
 66 UNIT  
 61 BOARD  
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 53 FIS  
 52 OFFICE  
 49 FOSTER  
 46 LOCAL  
 44 HAVE  
 42 AR  
 40 SECTION  
 38 POINTS  
 36  
 34 MOS  
 32 REVIEW  
 30 ENTER  
 28 MUST  
 26 ACTION  
 24 ALL  
 22 THROUGH  
 20 CUCUMBER  
 18 EQUIPMENT  
 16 SUMMARY  
 14 DOCUMENT  
 12 LINE  
 10 STANDARDS  
 8 HIGH  
 6 COLUMN  
 4 GET  
 2 REASSIGNMENT  
 21 SERVICE  
 19 BLANK  
 17 STATUS  
 15 5  
 13 NECESSARY  
 11 ANY  
 9 OVERSEA  
 7 B  
 5 RECEIVE

323 TO  
 264 AN  
 150 PAH  
 130 PERSONNEL  
 100 REPORT  
 80 SOLDIER  
 73 RECOMMENDED  
 70 ACT  
 65 ASSIGNMENT  
 61 PREPARE  
 55 ENTER  
 50 SP'S  
 48 SM  
 46  
 44 SLODIER'S  
 42 SUPERVISOR  
 40 CHECK  
 38 I  
 36 CHAPTER  
 34 HAS  
 32 NAME  
 30 REPORTS  
 28 WILL  
 26 COMMENTS  
 24 J  
 22 CRE  
 20 PT  
 18 BURN  
 16 APPROPRIATE  
 14 STATISTICS  
 12 OPERATION  
 10 DOCUMENT  
 8 III  
 6 TOTAL  
 4 DF  
 2 STANDARD  
 24 3  
 22 FAY  
 20 MILPO  
 18 PREPARE  
 16 INFORMATION  
 14 TRANSMITTAL  
 12 THESE  
 10 COPIES  
 8 HAS  
 6 EVALUATION  
 4 SELECTION  
 2 CHANGES  
 18 TESTING  
 16 E  
 14 WORKING

172

COUNT1 WORD1

COUNT2 WORD2

COUNT3 WORD3

COUNT4 WORD4

17 WORKSHEET	16 ADMINISTRATIVE	16 APPROVED	16 CARDS
16 CHECKLIST	16 GRACE	16 I	16 IV
16 LISTED	16 ORDERS	16 SOT	15 CHECK
15 11	15 REFERENCES	15 HB	15 TO
15 15	15 ACCESS	15 GO	15 OTHER
15 PARTS	15 PMOS	15 QUALIFICATIONS	15 RECOMMENDATION
15 STEP	15 THOSE	15 TRANSACTION	14 FCRMAPC
14 60	14 FIND	14 11	14 COMPLETED
14 DICS	14 WHEN	14 SUSPENSE	14 UNITS
14 VINES	13 15	14 ZONE	13
13 13	13 COMPLETE	13	13 ICB
13 AUTHORITY	13 J2	13 C75	13 DUTY
13 12	13 OFFICER	13 LEVEL	13 MEMBER
13 NEW	13 POSTERS	13 PEOPLE	13 PCR
13 REQUIREMENT	13 TRAINING	13 SPECIAL	13 TEST
13 THEM	12 ABOVE	13 USING	12 CONDITIONS
12 DUES	12 GRANTED	12 CANNOT	12 COMMAND
12 LETTER	12 MADE	12 F	12 INSTRUCTIONS
12 POSITION	12 PREPARING	12 MONTHS	12 NEXT
12 REPORTING	12 STATION	12 Q5	12 REPORTING
12 WAIVER	11 4	12 VERIFY	12 WAIVABLE
11 AUTHORIZED	11 2	11	11 DETERMINE
11 ITEMS	11 DAYS	11 AGAINST	11 APPLICATION
11 PREPARED	11 MANUAL	11 INDIVIDUAL	11 INELIGIBLE
11 RETURNED	11 PROCEDURE	11 NOTIFICATION	11 OVERSEAS
11 DISTRIBUTE	11 STATEMENT	11 PROCESS	11 RETURN
11 12	10 FOR	11 USED	11 USER
11 12	10 14	10 ONE	10 C
11 12	10 ACTIONS	10 16	10
11 12	10 CAMP	10 ARMY	10 AUTHORIZATION
11 12	10 FORWARDING	10 CAREER	10 CORRECT
11 12	10 PACKET	10 INITIAL	10 1ST
11 12	10 REQUIREMENTS	10 PLACE	10 PROCESSING
11 12	10 TAKE	10 SCREEN	10 SP-CAW
11 12	9 17	10 WERE	9 MAKE
11 12	9 17	9 10	9
11 12	9 CAN	9 10	9 APPENDIX
11 12	9 LISTING	9 CAP	9 DISAPPROVED
11 12	9 PERSONAL	9 MEET	9 ACTIFY
11 12	9 QUALIFIED	9 PLACED	9 PRESENT
11 12	9 SURPLUS	9 RFO	9 SAVE
11 12	8 8	9 THERE	9 TIME
11 12	8 8	8 10	8 11
11 12	8 8	8 GB	8 ITR
11 12	8 NMF	8 ALSO	8 ATTACHED
11 12	8 C 2	8 COMMANDER	8 COMPUTE
11 12	8 EL	8 LANGUAGE	8 LISTS
11 12	8 MISSING	8 NORMALLY	9 PACKETS
11 12	8 Q5	8 REMAINING	8 REQUISITION
11 12	8 SMOS	8 SOURCE	8 SUPPORTING

COUNT 1 WORDS

COUNT 2 WORDS

COUNT 4 WORDS

DATE 00260 1955

0 TERRA  
6 WITHIN  
7  
7 ACTIVE  
7 MEING  
7 DO  
7 DISTRIBUTE  
7 INTERVIEW  
7 MOVEMENT  
7 PERIOD  
7 PERCLOURES  
7 REQUEST  
7 SCHOOL  
7 SKALL  
6 19  
6 66  
6 APPROVAL  
6 CONTACT  
6 DEFAL  
6 EXCEED  
6 FINANCE  
6 GIVE  
6 LITEST  
6 ORGANIZATION  
6 RECORDER  
6 SERVING  
6 TAKEN  
6 WATERS  
5 5  
5 13  
5  
5 ACTIVITY  
5 ASSIGNMENTS  
5 CLEARANCE  
5 COMMANDERS  
5 COMUNITIN  
5 DEFERRED  
5 UNTHLED  
5 FEUND  
5 INDIVIDUALS  
5 JACKET  
5 MAPPING  
5 PARAGRAPH  
5 POSSIBLE  
5 RECEIVED  
5 SOCIAL  
5 TERM  
5 THIRTEEN  
5 VERIFICATION

0 USAEREC  
7 SCREEN  
7 0  
7 ADD  
7 CALL  
7 DEPENDENTS  
7 E3  
7 INTO  
7 NO  
7 PERSON  
7 PROMOTED  
7 REQUESTS  
7 SELECTED  
7 STANDING  
6 1  
6 66  
6 APPROVING  
6 CONTROL  
6 DOCUMENT  
6 E2/E3  
6 FOLLOW  
6 GACH  
6 MERIT  
6 OUT  
6 REFER  
6 JU  
6 TOP  
5 DETERMINE  
5 13  
5 PB  
5 1VB  
5 ALPHA  
5 ATTENDANCE  
5 CLERK  
5 COMPUTATIONS  
5 DEFERMENT  
5 DIFFERENT  
5 E2  
5 HEALTH  
5 INPUT  
5 LEAVE  
5 MEMBERS  
5 PACKAGE  
5 PERSONS  
5 POST  
5 SCHEDULED  
5 SYSTEM 2  
5 THAN  
5 TYPE  
5 VI

8 V  
7 THE  
7 D3  
7 APPLICABLE  
7 CONUS  
7 EFS  
7 FOLLOWS  
7 KEEP  
7 ORIGINAL  
7 POSTED  
7 QUALIFICATION  
7 REQUISITIONS  
7 SHOULD  
7 YEAR  
6 IDENTIFY  
6 IXR  
6 AUTHENTICATED  
6 CONVENING  
6 E  
6 FAMILY  
6 FOLLOWING  
6 HIGHER  
6 MET  
6 PRESIDENT  
6 REQUESTED  
6 SOP  
6 TRAVEL  
5 SEID  
5 21  
5  
5 6  
5 ANOTHER  
5 AVAILABLE  
5 CODES  
5 CONDITIONS  
5 DELETE  
5 DURING  
5 FIELDS  
5 IDENTIFICATION  
5 ISR  
5 LOSS  
5 NOTIFIED  
5 PAGE  
5 PHASE  
5 PROPER  
5 SCORES  
5 SYSTEM 4  
5 THREE  
5 UNTIL  
5 Y

0 V4  
7 23  
7 ACCORDANCE  
7 AUTHENTICATION  
7 CPMOS  
7 DISPOSITION  
7 FOC1  
7 LEAST  
7 CUTPROCESSING  
7 PROCEDURES  
7 REASON  
7 S  
7 SIGNED  
6 AFTER  
6 INSURE  
6 ADVANCEMENT/PROMOTION  
6 COMMENTS  
6 DELETED  
6 ENTRIES  
6 FAC  
6 GAINING  
6 INTERIM  
6 NEED  
6 PROPERLY  
6 SECONDARY  
6 STANDARDS  
6 TAC  
5 VERIFY  
5  
5 PCST  
5  
5  
5 PARTICIPATED  
5 BELOW  
5 COMMANDER'S  
5 CORRESPONDENCE 2  
5 DESIGNATED  
5 ENLISTMENT/REENLISTMENT  
5 FOREIGN  
5 INCLOSED  
5 J  
5 MAJOR  
5 NUCLEAR  
5 PAMPHLET  
5 PCRT  
5 REASONS  
5 SENT  
5 TABLE  
5 TOUR  
5 VACANCY  
4 FILE

COUNT4 WORD4

4	GET	4	LOOK	4	ON	4	REFER
4	REFERENCE	4	STANDARD	4	REFERENCES	4	12
4	14	4	7	4	8	4	18
4	DISPOSE	4	<	4	C9	4	10
4	AGAIN	4	>	4	IDB	4	5
4	BETWEEN	4	APPLY	4	#6	4	BEGIN
4	C-35	4	BN	4	BLACK	4	C
4	CORRESPONDENCE 3	4	CALENDAR	4	BRANCH	4	CONTINENTAL
4	DEFENSE	4	CSPR	4	CONCERNED	4	CATES
4	EF	4	DEPENDENT	4	COS	4	CC
4	ESTABLISHED	4	DEPTHER	4	DIVISION	4	END
4	FILING	4	ETS	4	ELEMENT	4	FHO
4	HAVING	4	FUNIL	4	F	4	G
4	INCLUDING	4	HEADING	4	FIRST	4	INCLOSURES
4	LAUER	4	INPROCESSING	4	HOUSING	4	5
4	MPRJ/HOUSING	4	MARRIED	4	INSTALLATION	4	MEETS
4	HOW	4	MPRJS	4	MAY	4	NDPR
4	PERMANENT	4	OCR	4	N	4	PASSPORT
4	RAIK	4	PROGRAM 3	4	ORDERS 2	4	P
4	SENDING	4	REASSIGNMENTS	4	PROGRESSION	4	SELECT
4	SITC	4	SERVICES	4	RECAP	4	SIMILAR
4	STATES	4	SPECIALIST	4	SID	4	SSN
4	TELL	4	STRENGTH	4	SPECIALTY	4	SUPMITTED
4	TFO	4	TEST/RETEST	4	STRENGTH-BY-GRADE	4	TRANSFER
4	UTILIZATION	4	TWO-CHARACTER	4	TRANSFER	4	UPDATE
3	USE	3	UTILIZED	4	UNITED	3	ASSIGNMENT
3	24	3	CNCE	4	WHY	3	REVIEW
3	HM	3	USING	3	ORIGINAL	3	AR
3	DISTRIBUTE	3	L	3	D	3	3
3	ADVANCEMENTS/PROMOTIONS	3	IDS	3	11	3	FB
3	ADJUTANT	3	MAKE	3	QB	3	CCMUTE
3	BOTH	3	AAC-C07	3	ACC-C75	3	ACROSS
3	CHEMICAL	3	AFS	3	AIRBORNE	3	AMCS
3	CONTAINED	3	APTITUDE	3	ASSIGNMENT	3	BOBROS
3	COUNSELING	3	BTION	3	CASE	3	CHECKLISTS
3	DELETIONS	3	CIVILIAN	3	CLAIMS	3	COMMITMENT
3	DIRECTLY	3	CONTRACT	3	CORRECTIONS	3	CORRESPONDENCE
3	ELECTION	3	CRITERIA	3	CUTOFF	3	CYCLE
3	FURTHER	3	DEPARTURE	3	DID	3	DIFFERENCES
3	IDENTIFIED	3	OSP-11	3	EEWA	3	EFFECTIVE
3	LEGISL	3	EXPLAIN	3	FILED	3	FORWARDED
3	MEDICAL	3	FUTURE	3	HAPOSHIP	3	FOLO
3	NEEDER	3	IMMEDIATE	3	INELIGIBILITY	3	LOCATION
3	OFFICERS	3	LOSING	3	MANDATORY	3	MARK
3	PENDING	3	MUNTH'S	3	MONTHLY	3	NATURE
			NONRATED	3	CCCJRS	3	CER/SEER
			OFFICIAL	3	CNCE	3	CNLY
			PER	3	PUR	3	PREFCING

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2 DELFTION	2 DEMAND	2 DISAPPROVAL	2 DISPATCH
2 DISPOSE	2 DISTINCT	2 DISTRIBUTION	2 CLAR
2 DUCAN	2 DROS	2 DUE	2 DUTY 4
2 DCF	2 DSELECTS	2 ELEMENTS	2 ERRORS
2 DESTABLISH	2 DTC	2 EXACT	2 EXAMPLES
2 EXCEPTION	2 EXEMPT	2 EXIST	2 EXISTS
2 EXPIRATION	2 EXTEND	2 E7	2 E9 5
2 ES	2 FEDERAL	2 FIELD	2 FIVE-CHARACTER
2 FLAGGED	2 FO	2 F4 2	2 G
2 GOVERNMENT	2 GUIDANCE 1	2 GUIDE	2 F
2 H.D	2 HEADQUARTERS	2 IMMEDIATELY	2 INCLUDED
2 INFURA	2 INFORMING	2 INEFFICIENT	2 INSURE
2 INTEGRATED	2 INTRANSIT	2 INVOLVES	2 ITS
2 IX	2 JUSTIFICATION	2 K	2 K4 K
2 LACKS	2 LAC	2 LIMITATIONS	2 LINGUIST
2 LOCATE	2 LCRI	2 L5	2 M
2 MULTILITIZATION	2 MATCH	2 MATCHING	2 MEMBER'S
2 MEMBERSHIP	2 MINIMUM	2 MISCELLANEOUS	2 NAMES
2 N.A.T.O	2 NEWLY	2 NOT 17	2 NULL
2 O	2 OUTLINE	2 OCCURRED	2 OLD
2 OMPF	2 OPERATING	2 OPTIONAL	2 ORAL
2 ORIGINATORS	2 OUTLINED	2 PARTIALLY	2 PATIENT'S
2 PCS	2 PENCIL	2 PERSONNEL	2 PERSONNEL
2 PERMAN	2 PHASES	2 PHOTOGRAPHS	2 PHYSICAL
2 FAULT	2 POTENTIAL	2 PREFERENCE	2 PRENANCY
2 PREPARENT	2 PREPARATION	2 PREVIOUSLY	2 PROCEDURES 5
2 PROCEDURES 7	2 PROCEEDINGS	2 PROJECTED	2 PROCEDURES 5
2 PROMOTION	2 PURPOSE	2 PURPOSES	2 PRACTICABLE
2 P5	2 Q	2 QUALIFIES	2 P2
2 RANGE	2 PEASIGNED	2 RECIPIENT	2 P
2 RECOMPUTATIONS	2 RECOMPUTED	2 REEVALUATED	2 RECOMPUTATION
2 RELIEF	2 REPLACEMENTS	2 REPRODUCE	2 REFLECTS
2 REQUIRES	2 RESPONDSIBLE	2 RESULTS	2 REQUEST
2 REVIEWING	2 RIG	2 RIGHT	2 RETAINED
2 SCOPES-342	2 SE	2 SENIOR	2 RIN
2 SEQUENCE	2 SHORTAGE	2 SINCE	2 SENSE
2 SOLDI	2 SOMETIMES	2 SPECIALTIES 4	2 SIZE
2 SPECIFIC	2 SPECIFY	2 SEN/EB	2 SPECIALTIES 5
2 STATE	2 SUBCOURSE	2 SUBMIT	2 STABILIZED
2 TH	2 THEIR	2 TIMIG	2 SZ
2 TRANSFERRED	2 TRANSFERS	2 UIC	2 TITLE
2 UPDATE/CHANGE	2 USED 11	2 VA	2 UNDER
2 VERIFICATION/ACTION	2 VIII	2 V5	2 VACANCIES
2 WHOSE	2 WHITE	2 YEARS	2 WHERE
1 3F	1 LC	1 2	2 YPM
1 10K	1 BADE	1 DETERMINED	1
1 32.5	1 BREPARED	1 BRIZED	1 DF
1 AL	1 APPROVED	1 ATTACH	1 BTO
1 CONSULT	1 COPIES	1 CORRECT	1 AG
			1 CONDUCT
			1 CROSS-CHECK











DATE 80260 1955

COUNT2 WORD2

COUNT1 - WORD1

COUNT3 WORD3

COUNT4 WORD4

1 EXPLAINT	1 EXEMPTION	1 EXPECT	1 EXPECTED
1 EXPLAINING	1 EXPLAINING	1 EXTRA	1 FB
1 E9 3	1 E9 3	1 E9 4	1 ES 5
1 F	1 F	1 FACILITY	1 FAILS
1 FAVORABLE	1 FAVORABLE	1 FEE	1 FEEDER
1 FIGURE	1 FIGURE	1 FILES 8	1 FILES
1 FINISH	1 FINISH	1 FISCAL	1 FLAG
1 FO	1 FO	1 FOR PROMOTION	1 FOR 11
1 FURNAL	1 FURNAL	1 FORT	1 FCUR
1 FUNCTIONAL 1	1 FUNCTIONAL 1	1 G	1 G
1 GATEWAY	1 GATEWAY	1 GATHER	1 GENERAL
1 GEOGRAPHIC	1 GEOGRAPHIC	1 GIVEN	1 GR
1 GRADE	1 GRADE	1 GRADES ES	1 GRANTED
1 GRO	1 GRO	1 GROUP	1 GROUPS
1 HARRISON	1 HARRISON	1 HELP	1 HIGHEST
1 HUH	1 HUH	1 I	1 I
1 IA	1 IA	1 IC	1 IDENTIFIER
1 IH	1 IH	1 IJ	1 IMPOSE
1 IN 19	1 IN 19	1 IN	1 IN
1 INC	1 INC	1 INCLUDE	1 INCLUSIVE
1 INCORRECT	1 INCORRECT	1 IND- 11	1 INDICATES
1 INDICATOR	1 INDICATOR	1 INDIVIDUAL'S	1 INDORSEMENT
1 INFORMATION	1 INFORMATION	1 INFORMED	1 INITIATED
1 IMPROCESSED	1 IMPROCESSED	1 INTRACES	1 INSTRUC
1 INTERFACE	1 INTERFACE	1 INTERNAL	1 INTERVI
1 INVESTIGATION	1 INVESTIGATION	1 INVOLVE	1 INVOLVED
1 ITEM	1 ITEM	1 ITEM	1 JAN
1 JUN	1 JUN	1 KEY	1 KEYSER
1 K4	1 K4	1 L	1 LAYOUT
1 LEFT	1 LEFT	1 LESS	1 LINES
1 LIS	1 LIS	1 LIST CONDITIONS	1 LISTINGS
1 LOCAL	1 LOCAL	1 LRA	1 LI
1 M	1 M	1 M	1 M
1 MAINTAIN	1 MAINTAIN	1 MAINTAINED 6	1 MAINTENANCE
1 MANAGEMENT	1 MANAGEMENT	1 MANAGEMENT 6	1 MARGIN
1 MASTER	1 MASTER	1 MAXIMUM	1 MF
1 MEDICAL	1 MEDICAL	1 MEMO	1 MESSAGE
1 M1	1 M1	1 MIDDLE	1 MILITAO
1 MILPERCE	1 MILPERCE	1 MINOR	1 MINORITY
1 MINEMONIC	1 MINEMONIC	1 MONITOR	1 MONITORS
1 MORNING	1 MORNING	1 MOVE	1 MPR
1 M2	1 M2	1 NAME	1 N1
1 NEEDS	1 NEEDS	1 NINE	1 NINTH
1 NONRECOMMENDATION	1 NONRECOMMENDATION	1 NONWAVABLE	1 NORMAL
1 NOTED	1 NOTED	1 NOTIF	1 NUM
1 NUMCRED	1 NUMCRED	1 NY	1 C
1 O	1 O	1 OCCUPAEN	1 OCCUPAENTRIES
1 OF	1 OF	1 OFF	1 OFF
1 OFFICER 7	1 OFFICER 7	1 OFFICERS 4	1 OFFICERS 5
1 OPENING	1 OPENING	1 OPION	1 CR

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HEADQUARTERS

DATA CONTROL NUMBER

JOB NO / PROJECT NO

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

WCA

DEC 12 1980

DLI



Word Crit. M05-75C

Skill Level 1 & 2

PREPARED BY: OPERATIONS DIV, DPFO

ATDP FORM 109 Replaces ATDP 110, Jul 73, which is obsolete

COPY \_\_\_\_ OF \_\_\_\_ COPIES

1105-1150  
Still. 100-1  
1 1005 3

1	ABBREVIATION	18,1							
1	ADJUST	18,1							
1	ACCURACY	11,1							
1	ADMINISTRATION	1,2							
1	ADVANCE/PROMUTE	1,1							
1	AFS	1,3							
1	ANNUAL	1,2							
1	APU	18,1							
1	APPENDIX	1,3	18,4	4,2					
1	APPOINTED	11,1							
1	AR	40,5	30,1	25,1	18,24	11,17	4,3	2,5	1,208
1	ARRIVAL	1,2							
1	ASSIGNMENT	18,1	2,1	1,63					
1	AUTHENTICATION	1,6	2,1						
1	BASU	1,1							
1	BASIC	1,1							
1	BATTERY	1,1							
1	BLACK	40,2	11,2	1,21					
1	BR	1,1							
1	BOARD	30,1	11,26	2,6	1,28				
1	CAP	1,8	25,1						
1	CAPTAIN	1,1							
1	CAREER	4,1	1,9						
1	CHAPTER	30,1	11,6	1,34	40,1				
1	CHECKLIST	25,2	1,14						
1	CIVILIAN	1,3							
1	CLERK	1,5							
1	COMMAND	25,1	11,3	1,8					
1	COMMANDER	1,8							
1	COMMISSIONED	1,1							
1	CORUS	18,1	4,1	1,5					
1	CORRESPONDENCE	11,1	1,2						
1	COUNSELLING	11,1	1,2						
1	CURRENT	2,1	1,24						
1	CUSTODIAN	1,4	11,1						
1	DA	18,8	11,20	2,2	1,249	40,16	30,1	25,4	
1	DE-CONTROLLED	1,1							
1	DAPC-APPROPRIATE	1,1							
1	DECEASED	18,1							
1	DECORATIONS	1,1							
1	DEPARTURE	25,1	18,2						
1	DESIGNATED	1,5							
1	DESIGNATION	25,1							
1	OF	25,2	1,23						
1	DOCUMENT	18,1	1,5						
1	EEKWA	1,3							
1	ELIGIBILITY	1,20	40,3	18,2					
1	ENLISTED	25,5	18,1	11,4	4,2	2,2	1,56		
1	ENLISTMENT/REENLISTMENT	1,5							
1	ERRONEOUS	1,1							

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1 SPECIFY	25,1	1,1	
1 SUI	1,1		
1 SPURSE	1,1		
1 SUI	1,1		
1 SUT	1,16		
1 SWO	1,1		
1 SWH	1,4		
1 STABILIZED	1,2		
1 STATING	18,2	1,10	
1 STATUS	18,1	1,19	
1 SUCCHIRSE	18,1	1,1	
1 SUMMIT	1,2		
1 SUBSTITUTABLE	1,1		
1 SUFFICIENT	1,1		
1 SUPERVISOR	25,4	1,14	2,1 1,38
1 SUSPENSE	18,1	1,13	
1 SZ	2,2		
1 TCA	18,1		
1 TDV	1,1		
1 TDUN	1,5		
1 TRANSACTING	1,13 40,1	25,1	
1 TRANSFER	25,1	1,3	
1 TRANSMIT	1,4		
1 TRANSMITTAL	1,20	2,2	
1 TSU	1,4		
1 UTC	18,1	1,1	
1 VAK	4,1	1,14	25,2 18,2
1 UNREWARDED	1,1		
1 UNIT	25,3	18,12	1,50 40,1
1 UPD-ATE	1,3	25,1	
1 VITHDRAM	1,1		
1 ZPH	2,2	1,12	
1 ACCESS	18,2	1,13	
1 ACCORDANCE	25,1	1,6	
1 ARIS	1,3		
1 ANTICIPATED	1,5		
1 APPLICATION	18,2	1,5	
1 APPLICATION	1,1		
1 APPROPRIATE	25,1 18,2	11,3	2,2 1,19
1 AUTHORIZED	1,1		
1 AVAILABILITY	1,1		
1 A-ARABU	11,3	1,6	
1 AWARDS	1,1		
1 BODIES	1,1		
1 CAND	18,10	4,1	2,2 1,30
1 CATTIGURY	1,1		
1 CHARACTERS	1,1		
1 CHARACTERS	1,1		
1 CHERICAL	1,3		
1 CITIZENSHIP	1,2		







3	SITE	4,23	1,21																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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## APPENDIX 8

### ENGLISH LANGUAGE STRUCTURES AND LEXICON

The following list is included as an addition to the structural and lexical list. These structures and lexical items are very basic.  
(See Section II for discussion.)

## LIST OF LEXICAL AND STRUCTURAL ITEMS FOR ENGLISH LANGUAGE STRUCTURES

### Sentences:

- |                  |                         |
|------------------|-------------------------|
| A. Declarative   | statement               |
| B. Interrogative | question                |
|                  | 1. wh- questions        |
|                  | 2. tag questions        |
|                  | 3. yes/no questions     |
| C. Imperative    | command, polite request |
| D. Exclamatory   | exclamation             |

### Sentence Complexity:

- |                     |   |
|---------------------|---|
| A. Simple           | one full subject and predicate                                    |
| B. Compound         | two or more independent clauses joined by:                        |
|                     | 1. punctuation  |
|                     | 2. punctuation and conjunctive adverb                             |
|                     | 3. coordinate conjunction   |
| C. Complex          | one or more dependent clauses and an independent clause           |
| D. Compound-Complex | two or more independent clauses and one or more dependent clauses |

### Verbs:

- |                            |   |
|----------------------------|---|
| A. Concord                 | subject-verb agreement  |
| B. Transitive              | takes an object   |
| C. Intransitive            | doesn't take an object  |
| D. Copula                  | to be   |
| E. Linking                 | connectors  |
| F. Auxiliaries of tense    | will, do, did   |
| G. Auxiliaries of modality | should, ought to, must to, have to, have got to, able to, can, may, might, could, would |
| H. Tense                   | present, past   |
| I. Aspect                  | perfect, progressive  |

### Verbal Forms:

- |                       |               |
|-----------------------|---------------|
| A. Present Participle | active voice  |
| B. Past Participle    | passive voice |

### Voice:

- |            |                            |
|------------|----------------------------|
| A. Active  | subject does action        |
| B. Passive | subject does not do action |
|            | 1. agent expressed         |
|            | 2. agent not expressed     |

**Nouns:**

A. Singular	man, pen
B. Plural	men, pens
C. Count	chairs
D. Mass	flour
E. Possessive	soldier's
F. Collective	fish

**Adjectives:**

A. Predicative	The tank is green.
B. Attributive	The green tank is moving.
C. Degrees of comparison	
1. regular	big, bigger
2. irregular	worse, worst
D. Ordinal/Cardinal	
Numbers	first, one

**Adverbs:**

A. Time/Frequency	immediately, today, ago
B. Place/Position	here, there, everywhere
C. Manner	maybe, possibly
D. Negative	no, never
E. Comparison of	nearest, harder
F. Degree	thoroughly, completely

**Articles:**

A. Definite	a, the
B. Indefinite	any, some

**Pronouns:**

A. Personal	you
B. Demonstrative	that
C. Indefinite	anybody, both, each
D. Reflexive	himself, yourself
E. Cases of	I, me, my, mine
F. Relative	who, whom, whose
G. Interrogative	who, which, what

**Conjunctions:**

A. Coordinating	and, but, or, nor
B. Subordinating	because, if, as, that, after
C. Correlative	either, or
D. Conjunctive adverb	therefore, furthermore



**Prepositions:**

**A. Simple**

- |                                  |            |
|----------------------------------|------------|
| 1. place                         | on, in     |
| 2. time                          | in, at, on |
| 3. direction/motion              | to         |
| 4. manner/agent/<br>instrument   | by, with   |
| 5. measurement/<br>number amount | of         |

**B. Compound:**

according to, because of, by means

**Vocabulary:**

words from 1100 through 2400 -  
Elementary and Intermediate Phase of General  
English materials

**Special Expressions/Idioms**

"knock it off" "can it, buddy"

**Verb Combinations**

two word verbs